

# *RIVERSIDE COUNTY*

*1996*

## *LABOR MARKET INFORMATION STUDY*

A PRODUCT OF THE

*The California Cooperative*



SPONSORED BY THE

*RIVERSIDE COUNTY WORKFORCE DEVELOPMENT BOARD*

*THE STATE OF CALIFORNIA  
EMPLOYMENT DEVELOPMENT  
DEPARTMENT*

*and*

*THE CALIFORNIA OCCUPATIONAL INFORMATION COORDINATING  
COMMITTEE*

FOR MORE INFORMATION CONTACT:

***RIVERSIDE COUNTY ECONOMIC DEVELOPMENT AGENCY***

Job Training Division  
1151 Spruce Street  
Riverside, CA 92507  
1 (800) 57 CAREER  
(909) 275-3100

# **CALIFORNIA COOPERATIVE OCCUPATIONAL / INFORMATION SYSTEM "CCOIS"**

## **RIVERSIDE COUNTY ECONOMIC DEVELOPMENT AGENCY WORKFORCE DEVELOPMENT BOARD**

*Janet K. Thompson, Workforce Development Board (WDB)  
Chairperson*

*Bradley J. Hudson, Executive Director, Economic Development  
Agency (EDA)*

*Maureen J. Martinez, (EDA) Deputy Director/JTPA Administrator*

### **Project Coordinators**

*Linyen Leypon, (EDA) Labor Market Analyst*

*Mark R. Davis, (EDA) Labor Market Analyst*

# ***A*CKNOWLEDGMENTS**

***STATE OF CALIFORNIA, EMPLOYMENT  
DEVELOPMENT DEPARTMENT, LABOR  
MARKET INFORMATION DIVISION  
STAFF***

**Beverly Odom, Research Analyst**

**Jerry Shea, Labor Market Information Division(LMID)**

and all the other LMID staff that provided products and technical assistance.

## **EMPLOYERS**

**The employers who took their valuable time to answer  
over 500 occupation surveys.**

## TABLE OF CONTENTS

INTRODUCTION	1
TYPE OF OCCUPATIONAL INFORMATION PROVIDED	2 - 3
PROJECT METHODOLOGY	4 - 5

### ALPHABETICAL LIST OF SURVEY OCCUPATIONS

OCCUPATION	PAGE NUMBER
Dental Hygienists	6 - 7
Driver/Sales Workers	8 - 9
Education Administrators	10 - 11
File Clerks	12 - 13
Financial Managers	14 - 15
General Managers and Top Executives	16 - 17
Hairdressers, Hair-stylists, and Cosmetologists	18 - 19
Hand Packers and Packagers	20 - 21
Home Health Care Workers	22 - 23
Hotel Desk Clerks	24 - 25
Laundry and Dry-cleaning Machine Operators and Tenders - Except Pressing	26 - 27
Lawn Maintenance Workers	28 - 29
Licensed Vocational Nurses	30 - 31
Loan Officers and Counselors	32 - 33
Marketing, Advertising, and Public Relations Managers	34 - 35
Painters, Paperhangers - Construction and Maintenance	36 - 37
Property and Real Estate Managers and Administrators	38 - 39
Secretaries, General	40 - 41
Secretaries, Medical	42 - 43
Systems Analysts - Electronic Data Processing	44 - 45
Teachers - Secondary School	46 - 47
Teachers - Special Education	48 - 49
Truck Drivers - Heavy or Tractor Trailer	50 - 51
Truck Drivers - Light, Include Delivery and Route Workers	52 - 53
Veterinary Technicians and Technologists	54 - 55

## INTRODUCTION

The labor market information presented in this report was collected through the cooperative effort of the California Employment Development Department (EDD) and the Riverside County Workforce Development Board (WDB) as part of the California Cooperative Occupational Information System (CCOIS) program.

The goal in gathering labor market information (LMI) is to match the labor needs of employers with the skills of job seekers and to provide occupational information to firms who require classification of wage scales and employment trends for economic development purposes. The LMI program helps to accomplish these tasks by providing specific, localized and current information that can be used by local users, including employers, trainers, educators, economic development organizations and job seekers to make more informed training and labor market decisions.

**Career Decisions:** Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand and sources of employment and training.

**Program Planning:** This report provides local planners and administrators with employment, training, and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve and eliminate programs or to plan new programs.

**Curriculum Design:** Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

**Economic Development:** Local government agencies and economic development organizations will find information on the labor pool, such as occupation size, expected growth rates and wages useful in determining the potential for business growth and development in Riverside County.

**Training Providers:** Training providers can effectively market their programs by informing students, employers, and others that the opportunities for job placement are greater because their training programs are developed using reliable local occupational data.

**Human Resource Management:** Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended to be used as a reference with which to base these and other decisions. Each program year, the Workforce Development Board (WDB) selects 25 occupations meeting criteria defined jointly by the EDD and the WDB. The WDB works with the EDD to gather information on occupations, analyze and disseminate results.

The continuing nature of the program enables Riverside County to acquire current, detailed and accurate data on a large number of occupations particularly for local needs. The coordination of the program at the State level facilitates the integration of this data for statewide use. In addition, the information provided by the CCOIS program meets requirements of federal and state legislation, including:

**The Job Training Partnership Act (JTPA), Greater Avenues for Independence (GAIN), California's Family Economic Security Act (FESA), California Education Code (ROC/P and Community College), Wagner-Peyser Act, Carl D. Perkins Vocational Education Act (V-EA), Family Support Act**

## TYPE OF OCCUPATIONAL INFORMATION PROVIDED

The occupational assessments which follow contain several different items of information of potential use to the readers of this report. Below is a discussion of key terms used in the assessments and several guidelines for interpreting results. The terms and guidelines used are standard for all Service Delivery Areas (SDA) participating in the CCOIS program, lending consistency to area comparisons.

### OCCUPATIONAL TITLE AND JOB DESCRIPTION

A description of the occupation surveyed consists of the types of skills needed and equipment used in the performance of the most general types of duties of the occupation. The occupational titles and definitions are taken directly from the Occupational Employment Statistics (OES) occupational classification system.

### DOT CODE

The Dictionary of Occupational Titles (DOT) uses a more detailed classification system than does the OES system. However, each OES defined occupation can be matched to a number of related DOT defined occupations. This section includes some of the more sizable DOT occupations associated with OES occupations.

### WAGES/BENEFITS

Wages are reported in rates per hour, week, and monthly salaries. A federal wage increase took effect on October 1, 1996, which brought the minimum wage from \$4.25 to \$4.75. Most occupations were surveyed prior to the change. However, not all occupations were surveyed prior to the change and data may differ because of the increase. Extreme wage responses, not representative of most employers, are omitted. The ranges are representative of what employers reported. Wages for occupations studied in 1996 have an additional table that is representative of the employees in the sample, i.e., the wages are weighted by employees. Instances in which union and non-union wages differ are noted. Results, including the range and the median, are reported for three occupation levels defined as follows:

<b>New hires, not experienced:</b>	Person trained or otherwise qualified, but with no paid experience in the occupation.
<b>Experienced, new to firm:</b>	Experienced persons, or person at the journey level (if applicable) but just starting with the firm.
<b>3 + years with firm, experienced:</b>	Persons at the journey level (if applicable) or at least three years of experience with the employer in the occupation.

Wage reports for the “3 + years with firm, experienced” category frequently vary more widely than for the “Entry” and “Experienced, new to firm” categories, reflecting the substantially wider range in years of experience of employees in this category (3 to 20 years or more), while employees in the other categories have no experience in the firm.

### Benefits

Benefits were provided principally from employer survey results. These ratios and figures are tabulated by the overall information of employers responding to the benefits questions from the survey as opposed to the total number of employers sampled.

### EMPLOYMENT TRENDS

The Employment Trends section exhibits information relevant to Size and Employment Trends for an occupation. The information provided in this section is derived from the EDD’s occupational projections and employer survey for Riverside County.

## TYPE OF OCCUPATIONAL INFORMATION PROVIDED

### EMPLOYMENT TRENDS (CONTINUED)

**Occupational Size** refers to the number of persons employed in an occupation relative to the total non-agricultural employment of the county. The following terms are used to characterize occupational size.

<b>Small:</b>	<b>Less than 507 employed,</b> less than .15 percent of total employment.
<b>Medium:</b>	<b>Between 508 and 1014 employed,</b> between .16 to .30 percent of total employment.
<b>Large:</b>	<b>Between 1015 and 2198,</b> between .31 to .65 percent of total employment.
<b>Very Large:</b>	<b>2199 and above,</b> 66 or more percent of total employment.

**Occupational Growth** is an overview of trends in job opportunities in relation to overall employment growth for the county. These rates consider such factors as separations from the labor market, turnover and job growth. The following terms are applied to the occupational growth rates of this county.

<b>Much faster than average:</b>	1.50 times average or more
<b>Faster than average:</b>	1.10 to but not including 1.50 times average
<b>Average:</b>	.90 to but not including 1.10 times average
<b>Slower than average:</b>	less than .90 times average

### SUPPLY/DEMAND ASSESSMENTS

Supply/Demand refers to the relative difficulty the employers surveyed believe they would experience in hiring both inexperienced and experienced workers who meet their hiring standards. From the job seekers perspective, it also refers to the relative level of opportunity (competitiveness) for the applicant who is or would like to become part of this job market.

The following terms are used in assessing employer hiring and employee outlook and when interpreting these results:

<b>Very Difficult:</b>	Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. However, good opportunities exist for those applicants who are qualified.
<b>Somewhat Difficult:</b>	Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.
<b>A Little Difficult:</b>	Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.
<b>Not Difficult:</b>	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicant.

### EXPERIENCE AND OTHER REQUIREMENTS

This section presents results of the training, experience and educational levels the employers surveyed want in the employees they hire.

### EDUCATION & TRAINING

This section represents what surveyed employers reported as the education level of recent hires.

### GENERAL SKILLS

The job qualifications and work skills information in this section should be interpreted with care. In many cases, the skills listed represent relatively broad "skill areas," -e.g., the "ability to use a computer terminal." In such cases, the specific skills or skill clusters are not specified, and results should be interpreted as representing the areas of competence employers perceive to be important rather than more detailed "job specific competencies for job entry." However, the user interested in identifying the specific skills and qualifications needed for job entry should find these results useful in narrowing the focus of further inquiry.

### RECRUITMENT

This section summarizes the methods of recruitment that surveyed employers primarily use when recruiting employees for the occupation.

## PROJECT METHODOLOGY

### OCCUPATIONAL FORECASTS

LMID developed Occupational Forecast Tables specifically for Riverside County Economic Development Agency (EDA). These tables provided 1993 employment by occupation, projected seven-year growth and separation figures for occupations in Riverside County in which there was employment of 50 or more. Occupational distribution by industry was also provided.

These tables contain information on over 400 occupations and were generated using State Unemployment Insurance records of Riverside County businesses. Additionally, data from a federally financed Occupational Employment Statistics (OES) survey of occupational distribution within industries, identified according to Standard Industrial Classification (SIC) titles, were all used.

### OCCUPATIONAL SELECTION CRITERIA

A preliminary list of occupations was developed. This list was reviewed by representatives of community-based vocational training programs, educational institutions, organized labor, economic development organizations and the Riverside County Economic Development Agency (EDA). Based upon the input of these organizations, some occupations were eliminated, and others were added.

Riverside County EDA applied the following criteria to narrow the list of possible occupations for the survey of 25:

- The occupation had to have a substantial employment base in the county;

- There had to be a substantial number of projected job openings in the county;

- The occupation had to appear to have substantial potential for earning capacity;

- The training time required for the occupation had to be two years or less, allowing for some exceptions based on the strength of the other criteria;

- If there has been some fluctuation in the labor market, or if an emerging technology is thought to be impacting the skill requirements, an occupation could be included.

After the list of 25 occupations were finalized, each occupation was clearly defined and the appropriate OES/DOT titles and codes were assigned.

### SURVEY SAMPLE SELECTION

After the occupations were selected, defined, and the appropriate OES/DOT titles assigned, LMID developed a confidential employer sample for each occupation. One consideration in drawing up the employer sample was the pattern of distribution of industries in which the occupation could be found. Industries are classified by the Standard Industrial Classification manual. There are nine major industry groups, such as agriculture, construction, manufacturing, and retail trade.

LMID staff, using detailed databases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. For example, a medical assistant would generally work for a firm, classified in the health services category, whereas a word processor may be scattered across several industries - health services, retail trade, manufacturing, etc.



## **PROJECT METHODOLOGY**

### **SURVEY SAMPLE SELECTION (CONTINUED)**

This industrial distribution was considered for each occupation when establishing the sample of employers that would be contacted for participation in the completion of the questionnaire. For example, if 20% of Riverside County workers in an occupation were found in a specific industry, then 20% of the sample was drawn from that industry.

The sample was carefully reviewed, and employers were called to verify company name and address, confirm the existence of the occupation at the company and obtain the name of a contact person. Employers were added or deleted as appropriate. The final sample included 40 employers for each occupation.

### **QUESTIONNAIRE DEVELOPMENT/SURVEY PROCEDURES**

EDD developed a standard two-page questionnaire for the 25 occupations. All employers were then contacted through the telephone. Employers were given the opportunity to respond to the questionnaire over the telephone, or to return it by FAX or mail. Additional employers were added to the original sample as necessary to ensure meeting a 50% response rate and to survey 40% of the sample's projected employment size.

All surveys were reviewed for accuracy of the data, and employers were recontacted if answers were missing, unclear, or conflicted with other answers. In addition to contacting employers, EDA staff contacted labor unions, employment agencies, training providers, etc., to learn more about specific occupations.

### **TABULATION AND RESULTS**

The survey responses were entered into a database, and tabulations were prepared by the CCOIS software. From these tabulations, the data were analyzed, and the final occupational summary reports were prepared by EDA staff. Each occupational table provides information on skills, training, and hiring requirements, the size of the occupation, the growth rate expected, supply and demand assessment, principal employing industries and other information. Specific employer information is confidential and cannot be released.

# DENTAL HYGIENISTS

OES CODE: 329080

17 FIRMS RESPONDING

DOT: 078.361-010

TITLE: DENTAL HYGIENIST

## DESCRIPTION

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

## SUPPLY/DEMAND ASSESSMENTS

Many employers report it is 'somewhat difficult' finding experienced applicants who meet their hiring qualifications, and a 'little difficult' finding inexperienced applicants. Most employers reported that employment in the occupation remained stable during the past year.

## WAGES/BENEFITS

Almost all surveyed employers pay employees on a per day basis. Some employers pay a percentage of commission based on the number of patients treated or seen.

### The daily pay ranges are as follows:

	Range	Median
Entry Level	\$175.00 - 275.00	\$200.00/day
Exp./New to Firm:	\$175.00 - 275.00	\$250.00/day
3 + Yrs Exp. with Firm:	\$233.00 - 600.00	\$275.00/day

Many employees work 40 hours full-time, and most employees work 18 hours part-time within a work week.

		<u>F/T</u>	<u>P/T</u>
B	Medical Insurance	70%	10%
E	Dental Insurance	90%	20%
N	Vision Insurance	0%	0%
E	Life Insurance	20%	0%
F	Paid Sick Leave	10%	20%
I	Paid Vacation	80%	20%
T	Retirement Plan	20%	0%
S	Child Care	0%	0%

## EMPLOYMENT TRENDS

### RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

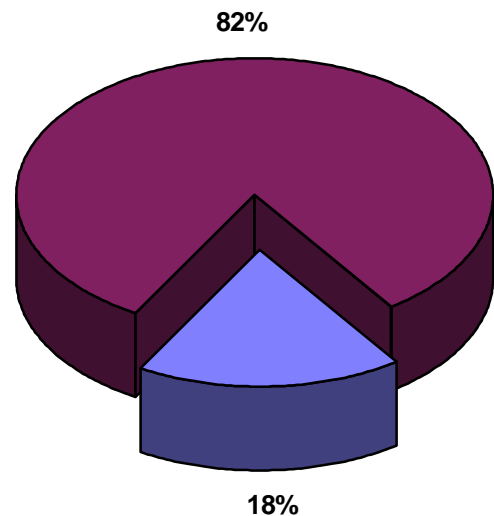
Size: Small (410-550)  
Growth Rating: Much Faster Than Average (1.85)  
Job Openings: 180

## EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

■ Associate Degree 18%

■ BA Degree 82%



# DENTAL HYGIENISTS

OES CODE: 329080

17 FIRMS RESPONDING

DOT: 078.361-010

TITLE: DENTAL HYGIENIST

## EXPERIENCE & OTHER REQUIREMENTS

Many employers 'never' require prior experience in the occupation. Some employers 'sometime,' 'usually' or 'always' require prior experience. Acceptable work experience includes from 3 - 19 months of dental hygienist experience. Most employers 'sometimes' will accept training as a substitute for work experience. Almost all employers require a state license.

## GENERAL SKILLS

### TECHNICAL:

- Basic Computer Skills
- Ability to follow laboratory procedures
- Supervisory skills
- Ability to perform or assist with dental procedures
- Teeth cleaning and polishing skills
- Understanding of good diet and nutrition
- General clerical skills
- Record keeping skills
- Knowledge of dental materials
- Knowledge of anesthesiology
- Possession of a Radiation Safety Certificate
- Ability to analyze data to solve problems
- Ability to write effectively
- Ability to instruct patients in oral hygiene
- Ability to synthesize information

### PHYSICAL:

- Manual dexterity
- Good eye-hand coordination
- Ability to stand continuously for 2 or more hours
- Ability to sit continuously for 2 or more hours
- Good health
- Ability to lift at least 10 lbs. repeatedly

### PERSONAL OR OTHER:

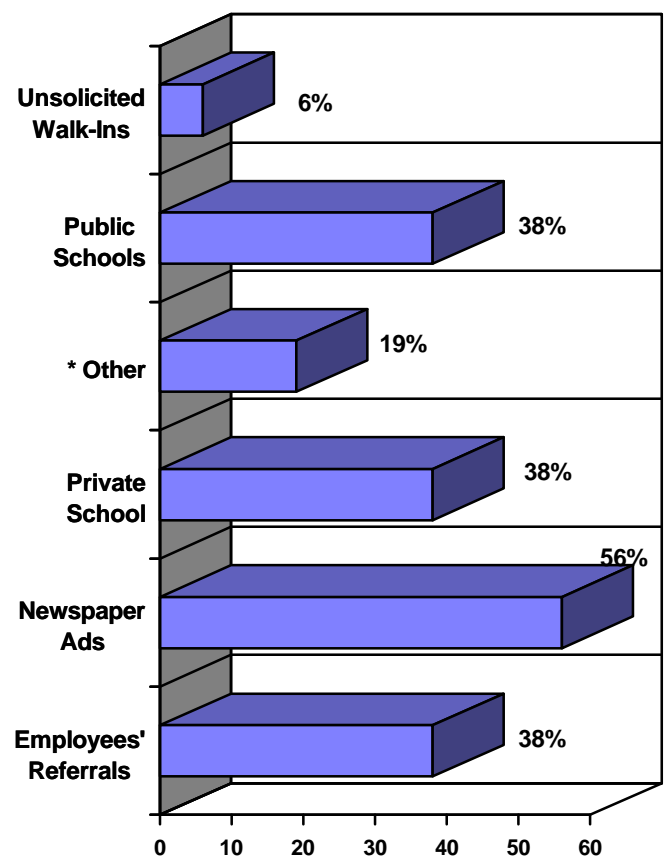
- Good grooming skills
- Willingness to work with close supervision
- Willingness to work on-call
- Willingness to work part-time
- Ability to work as part of a team
- Public contact skills
- Ability to work independently
- Ability to make decisions
- Interest in patient care and education

### BASIC:

- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

## RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



\* Other includes: Tri County Dental Society

# DRIVERS/SALES WORKERS

OES CODE: 971170

15 FIRMS RESPONDING

DOT: 292.353-010  
DOT: 292.363-010

TITLE: DRIVER, SALES ROUTE  
TITLE: NEWSPAPER-DELIVERY

DOT: 292.463-010  
DOT: 292.483-010

TITLE: LUNCH-TRUCK DRIVER  
TITLE: COIN COLLECTOR

## DESCRIPTION

Drivers/Sales Workers drive trucks or other vehicles over established routes to deliver and sell goods, such as food products; to collect and deliver items, such as laundry; or to collect coins, and to refill and service vending machines. Please include newspaper delivery drivers.

## WAGES/BENEFITS

### Union, Wages and Commissions

	Range	Median
<b>Entry Level/No Experience:</b>	\$ 8.40 -12.00	\$10.20
Tips/Commissions:	\$ 0.00 - 0.00	\$ 0.00
<b>Experienced/New to Firm:</b>	\$12.00 -12.00	\$12.35
Tips/Commissions:	\$12.70 -12.70	\$12.70
<b>3 + Yrs Experience with Firm:</b>	\$16.00 -16.00	\$16.00
Tips/Commissions:	\$16.40 -16.40	\$16.40

### Non-Union, Wages and Commissions

	Range	Median
<b>Entry Level/No Experience:</b>	\$ 4.75 -12.65	\$ 7.02
Tips/Commissions:	\$11.50 -15.00	\$15.00
<b>Experienced/New to Firm:</b>	\$ 4.75 -12.65	\$ 7.50
Tips/Commissions:	\$11.50 -17.50	\$17.50
<b>3 + Yrs Experience with Firm:</b>	\$ 5.00 -14.75	\$ 8.77
Tips/Commissions:	\$12.50 -37.50	\$17.26

Most employees work 44 hours full-time, and some employees work 25 hours part-time within a work week.

		<u>F/T*</u>	<u>P/T*</u>
B	Medical Insurance	93%	0%
E	Dental Insurance	87%	0%
N	Vision Insurance	67%	0%
E	Life Insurance	73%	7%
F	Paid Sick Leave	73%	0%
I	Paid Vacation	93%	0%
T	Retirement Plan	73%	0%
S	Child Care	0%	0%

\*F/T = Full-Time, \*P/T =Part-Time

## EMPLOYMENT TRENDS

### RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Medium (800-980)  
Growth Rating: Faster Than Average (1.22)  
Job Openings: 340

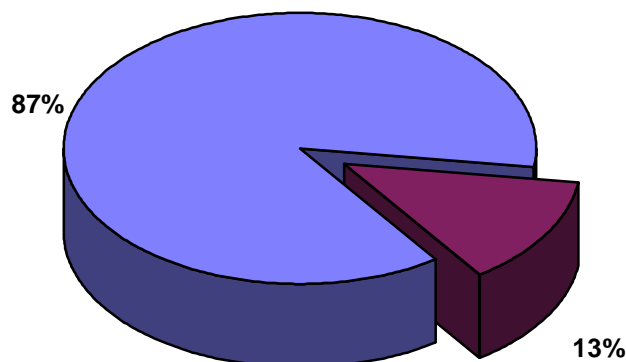
## SUPPLY/DEMAND ASSESSMENTS

Employers report it is a 'little difficult' finding experienced and inexperienced applicants who meet their hiring qualifications. Most employers reported that employment in the occupation grew during the past year.

## EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

- High School 87%
- College but not Degree 13%



# DRIVERS/SALES WORKERS

OES CODE: 971170

15 FIRMS RESPONDING

DOT: 292.353-010  
DOT: 292.363-010

TITLE: DRIVER, SALES ROUTE  
TITLE: NEWSPAPER-DELIVERY

DOT: 292.463-010  
DOT: 292.483-010

TITLE: LUNCH-TRUCK DRIVER  
TITLE: COIN COLLECTOR

## EXPERIENCE & OTHER REQUIREMENTS

Most surveyed employers 'never' require prior work experience in this occupation, while many employers 'always' require prior work experience. Acceptable work experience includes from 12 - 24 months in either route sales, driving or truck driving. Many employers 'usually' will accept training as a substitute for work experience.

## GENERAL SKILLS

The following skills data were rated important by employers from 1992 - 1994 CCOIS statewide surveys:

### TECHNICAL:

- Business math skills
- Ability to read invoices
- Record keeping skills
- Cash handling skills
- Automotive maintenance and minor repair skills
- Understanding of inventory techniques
- Bondable
- Map reading skills
- Possession of a valid Class A driver's license
- Possession of a valid Class B driver's license
- Knowledge of local streets

### PHYSICAL:

- Ability to pass a pre-employment medical examination
- Ability to lift at least 50 lbs. repeatedly

### PERSONAL OR OTHER:

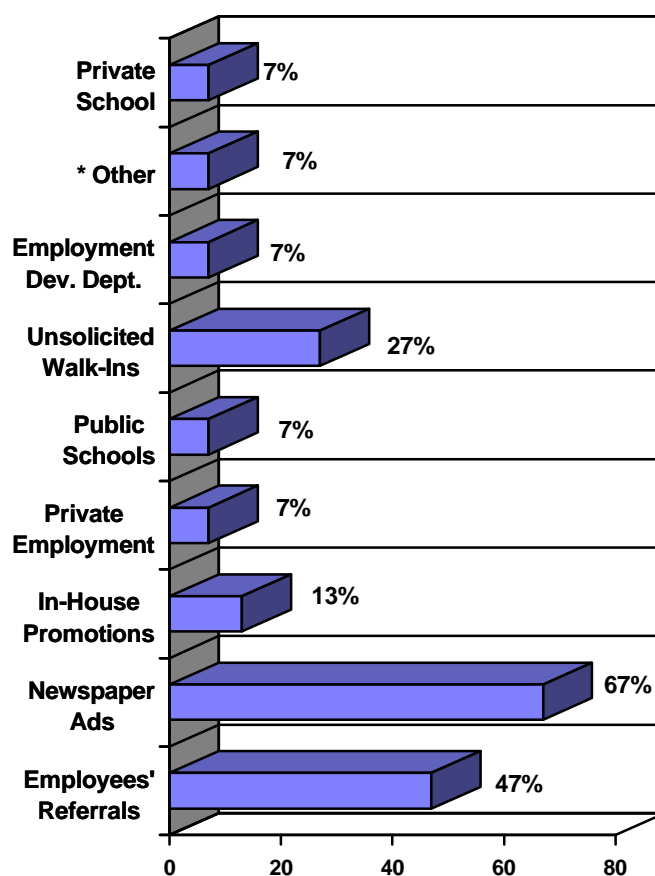
- Good grooming skills
- Ability to work independently
- Possession of good DMV driving record
- Customer service skills

### BASIC:

- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

## RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



\* Other includes: GAIN Referrals

# EDUCATION ADMINISTRATORS

OES CODE: 150050

16 FIRMS RESPONDING

DOT: 075.117-010  
DOT: 090.117-010

TITLE: CONSULTANT  
TITLE: ACADEMIC DEAN

DOT: 091.107-010

TITLE: ASST. PRINCIPAL

DOT: 099.117-018

TITLE: PRINCIPAL

## DESCRIPTION

Education Administrators plan, organize, direct, control, or coordinate the educational activities of colleges, universities, vocational, technical, post-secondary, secondary, or elementary schools. Please include administrators of separate training and instructional organizations (or programs) in private business or other agencies.

## SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'a little difficult' finding experienced applicants who meet their hiring qualifications, and a 'little difficult' finding inexperienced applicants. Most employers reported that employment in the occupation remained stable during the past year, while many said that employment in the occupation grew.

## WAGES/BENEFITS

### Non-Union

	Range	Median
Entry Level/No Experience:	\$ 19.20 - 30.20	\$ 24.97
Experienced/New to Firm:	\$ 22.80 - 37.90	\$ 28.39
3 + Yrs Experience with Firm:	\$ 26.35 - 50.35	\$ 37.57

Almost all employees work 43 hours full-time within a work week.

		F/T*	P/T*
B	Medical Insurance	100%	0%
E	Dental Insurance	100%	0%
N	Vision Insurance	88%	0%
E	Life Insurance	69%	0%
F	Paid Sick Leave	94%	0%
I	Paid Vacation	69%	0%
T	Retirement Plan	94%	0%
S	Child Care	0%	0%

\* F/T = Full-Time, \* P/T =Part-Time

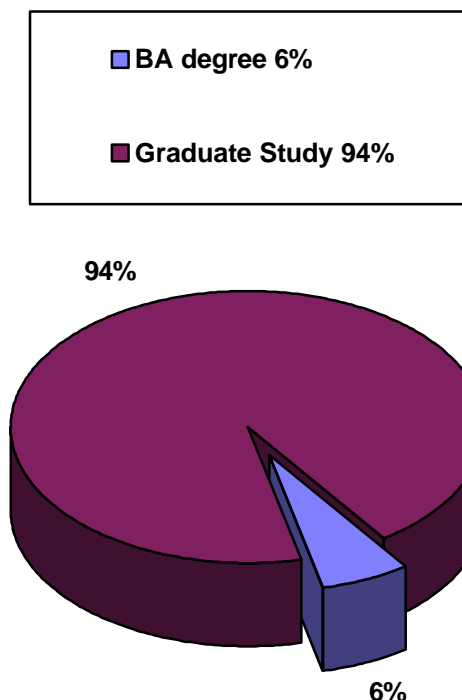
## EMPLOYMENT TRENDS

### RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Medium (910-1040)  
Growth Rating: Slower Than Average (0.78)  
Job Openings: 270

## EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:



# EDUCATION ADMINISTRATORS

OES CODE: 150050

16 FIRMS RESPONDING

DOT: 075.117-010  
DOT: 090.117-010

TITLE: CONSULTANT  
TITLE: ACADEMIC DEAN

DOT: 091.107-010  
DOT: 099.117-018

TITLE: ASST. PRINCIPAL  
TITLE: PRINCIPAL

## EXPERIENCE & OTHER REQUIREMENTS

Many surveyed employers 'usually' or 'always' require prior work experience in this occupation. Acceptable experience includes from 24 - 36 months either as an educational administrator, any academic administrator, educational management, or special education. Most employers 'sometimes' will accept training to substitute for work experience. Almost all employers require a California Administrator Credential.

## GENERAL SKILLS

The following skills data were rated important by employers from 1992 - 1994 CCOIS statewide surveys:

### TECHNICAL:

- Ability to apply teaching techniques
- Ability to maintain financial records
- Ability to plan and organize the work of others
- Supervisory skills
- Classroom management skills
- Ability to plan and organize training programs
- Budget analysis skills
- Ability to hire and assign personnel
- Counseling skills
- Verbal presentation skills
- Ability to write effectively
- Problem solving skills
- Basic computer skills

### PERSONAL OR OTHER:

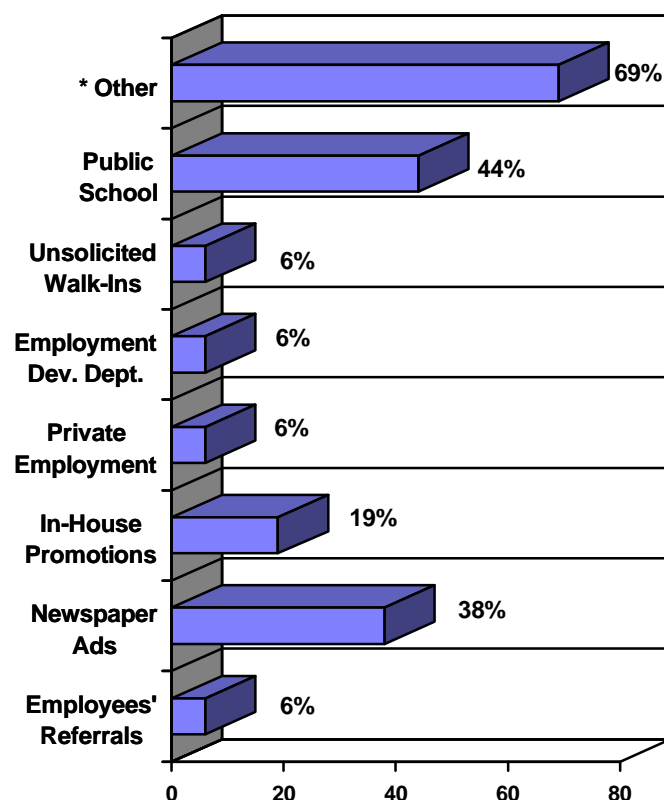
- Leadership skills
- Ability to motivate others
- Willingness to work with close supervision
- Willingness to work nights, weekends, and holidays
- Willingness to travel
- Public contact skills
- Ability to work independently
- Ability to work under pressure
- Ability to deal effectively with difficult individuals
- Sensitivity to a multicultural work environment
- Ability to manage multiple priorities
- Ability to interact with others

### BASIC:

- Basic math skills
- Ability to write legibly
- Oral communication skills

## RECRUITMENT

Surveyed employers report the following methods of recruiting employees:



\* Other includes: EDCAL Newspapers

# FILE CLERKS

OES CODE: 553210

15 FIRMS RESPONDING

DOT: 206.367-014  
DOT: 206.367-018

TITLE: FILE CLERK II  
TITLE: TAPE LIBRARIAN

DOT: 206.387-010  
DOT: 206.387-014

TITLE: CLASSIFICATION CLERK  
TITLE: FINGERPRINT CLERK II

## DESCRIPTION

File Clerks file correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used, and locate and remove material from files when requested. They may be required to classify and file new material.

## SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'a little difficult' finding fully experienced applicants who meet their hiring qualifications, and 'a little difficult' finding inexperienced applicants. Most employers reported that employment in the occupation remained stable during the past year.

## WAGES/BENEFITS

### Non-Union

	Range	Median
Entry Level/No Experience:	\$ 4.25 - 10.00	\$ 7.00
Experienced/New to Firm:	\$ 5.00 - 10.00	\$ 8.00
3 + Yrs Experience with Firm:	\$ 5.25 - 15.00	\$ 9.00

Almost all employees work 40 hours full-time, and few employees work 24 hours part-time within a work week.

		F/T*	P/T*
B	Medical Insurance	92%	0%
E	Dental Insurance	85%	0%
N	Vision Insurance	69%	0%
E	Life Insurance	77%	0%
F	Paid Sick Leave	92%	0%
I	Paid Vacation	92%	0%
T	Retirement Plan	77%	0%
S	Child Care	0%	0%

\* F/T = Full-Time, \* P/T =Part-Time

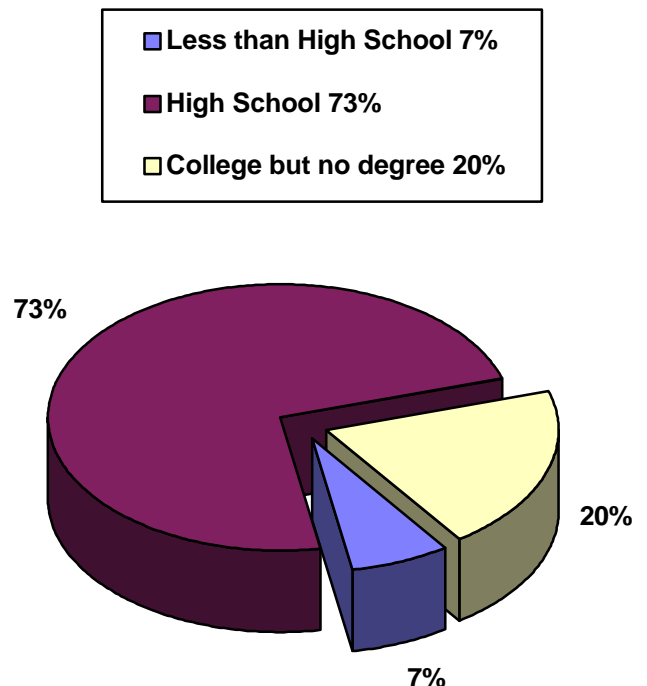
## EMPLOYMENT TRENDS

### RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Medium (840-1040)  
Growth Rating: Faster Than Average (1.29)  
Job Openings: 470

## EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:





# FILE CLERKS

OES CODE: 553210

15 FIRMS RESPONDING

DOT: 206.367-014  
DOT: 206.367-018

TITLE: FILE CLERK II  
TITLE: TAPE LIBRARIAN

DOT: 206.387-010  
DOT: 206.387-014

TITLE: CLASSIFICATION CLERK  
TITLE: FINGERPRINT CLERK II

## EXPERIENCE & OTHER REQUIREMENTS

Most surveyed employers 'never' require prior work experience in the occupation. Acceptable work experience includes from 6 - 15 months of either filing, file clerk, medical filing, or general clerical work. Almost all employers 'sometimes' will accept training as a substitute for work experience.

## GENERAL SKILLS

The following skills data were rated important by employers from 1992 - 1994 CCOIS statewide surveys:

### TECHNICAL:

- PC word processing skills
- Data entry skills
- Record keeping skills
- Alphabetic and numeric filing skills
- Ability to operate 10-key adding machine by touch
- Ability to operate a transcribing machine
- Ability to perform detailed clerical work
- English grammar, spelling, and punctuation skills
- Telephone answering skills
- Ability to write effectively
- Ability to type at least 30 wpm

### PHYSICAL:

- Ability to stand continuously for 2 or more hours
- Ability to lift at least 40 lbs. repeatedly

### PERSONAL OR OTHER:

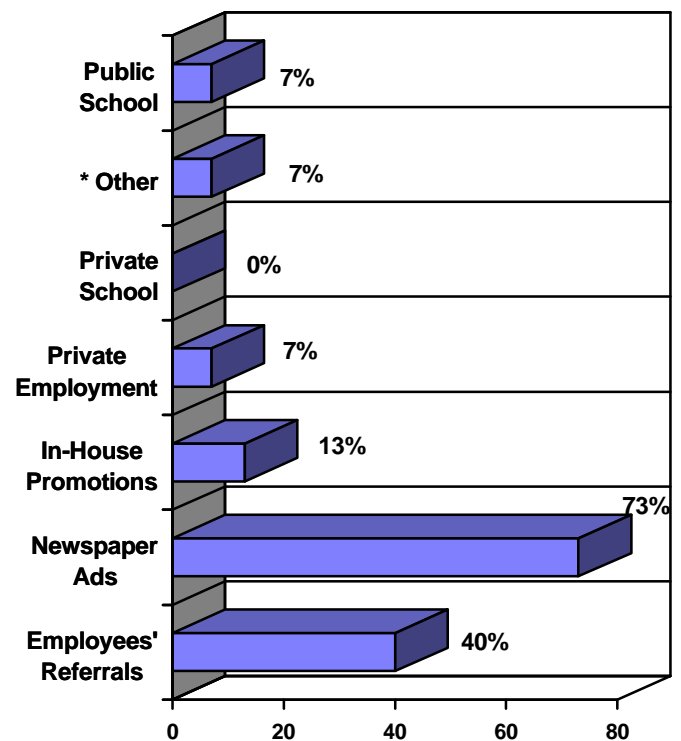
- Ability to perform routine, repetitive work
- Willingness to work with close supervision
- Public contact skills
- Ability to work independently

### BASIC:

- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

## RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



\* Other includes: Posting

# FINANCIAL MANAGERS

OES CODE: 130020

16 FIRMS RESPONDING

DOT: 160.167-058  
DOT: 161.117-018

TITLE: CONTROLLER  
TITLE: TREASURER

DOT: 169.167-086  
DOT: 186.117-066

TITLE: MGR., CREDIT AND COLL.  
TITLE: RISK AND INS. MANAGER

## DESCRIPTION

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. Please include managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

## SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'somewhat difficult' finding fully experienced applicants who meet their hiring qualifications. Surveyed employers do not hire inexperienced applicants. Almost all employers reported that employment in the occupation remained stable during the past year.

## WAGES/BENEFITS

### Non-Union

	Range	Median
Entry Level/No Experience:	\$ 0.00 - 0.00	\$ 0.00
Experienced/New to Firm:	\$14.40 - 47.95	\$17.26
3 + Yrs Experience with Firm:	\$17.25 - 71.90	\$22.78

Almost all employees work 41 hours full-time within a work week.

		F/T*	P/T*
B	Medical Insurance	100%	0%
E	Dental Insurance	100%	0%
N	Vision Insurance	63%	0%
E	Life Insurance	75%	0%
F	Paid Sick Leave	88%	0%
I	Paid Vacation	94%	0%
T	Retirement Plan	63%	0%
S	Child Care	0%	0%

\* F/T = Full-Time, \* P/T =Part-Time

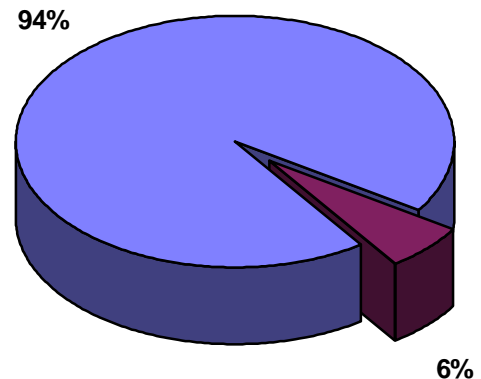
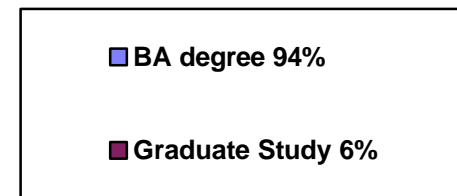
## EMPLOYMENT TRENDS

### RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Very Large (2300-2630)  
Growth Rating: Slower Than Average (0.78)  
Job Openings: 560

## EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:



# FINANCIAL MANAGERS

OES CODE: 130020

16 FIRMS RESPONDING

DOT: 160.167-058 TITLE: CONTROLLER  
DOT: 161.117-018 TITLE: TREASURER

DOT: 169.167-086 TITLE: MGR., CREDIT AND COLL.  
DOT: 186.117-066 TITLE: RISK AND INS. MANAGER

## EXPERIENCE & OTHER REQUIREMENTS

Almost all surveyed employers 'always' require prior work experience in the occupation. Acceptable work experience includes from 36 - 120 months of either investment, lending, accounting, finance, financial management, program development or specific industry experience. Almost all employers 'never' will accept training as a substitute for work experience.

## GENERAL SKILLS

The following skills data were rated important by employers from 1992 - 1994 CCOIS statewide surveys:

### TECHNICAL:

Business math skills  
Ability to plan and organize the work of others  
Report writing skills  
Cost accounting skills  
Understanding of regulations affecting financial institutions  
Understanding of conventional loans  
Ability to apply techniques of statistical analysis  
Ability to analyze securities  
Investment counseling skills  
Financial planning skills  
Budget analysis skills  
Cost analysis skills  
Ability to hire and assign personnel  
Ability to interpret actuarial and probability of loss tables  
Ability to use computers in accounting applications  
Ability to use word processing software  
Ability to apply database management principles  
Verbal presentation skills  
Ability to perform advanced mathematical computations  
Ability to write effectively  
Problem solving skills  
Ability to demonstrate knowledge of specific products  
Bilingual skills

### PERSONAL OR OTHER:

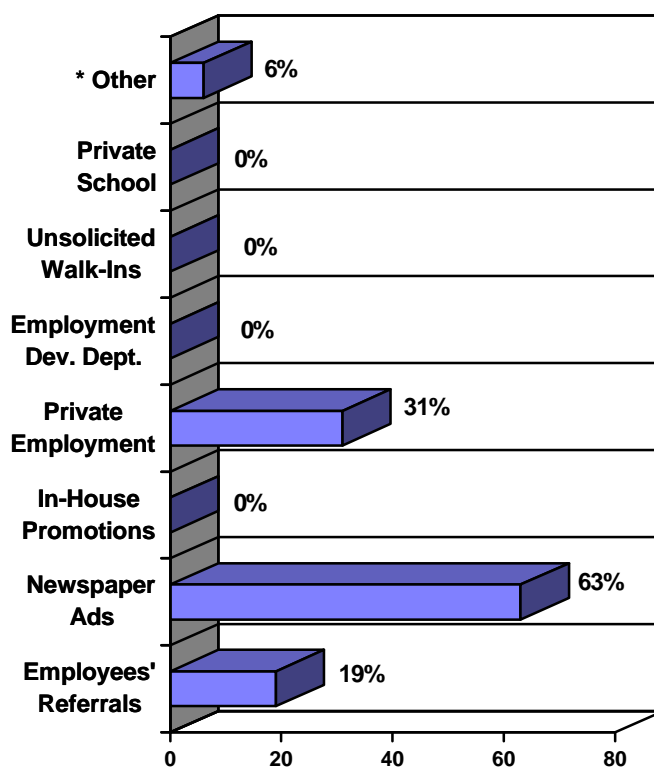
Ability to read and comprehend information quickly  
Ability to motivate others  
Public contact skills  
Ability to work independently  
Ability to work under pressure  
Ability to make decisions

### BASIC:

Oral communication skills

## RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



\* Other includes: Industry Contacts

# GENERAL MANAGERS AND TOP EXECUTIVES

OES CODE: 190050

15 FIRMS RESPONDING

DOT: 188.117-090  
DOT: 188.117-126

TITLE: DIRECTOR, REVENUE  
TITLE: WELFARE DIRECTOR

DOT: 188.167-058  
DOT: 188.167-078

TITLE: MANAGER, OFFICE  
TITLE: ROADS SUPERVISOR

## DESCRIPTION

General Managers and Top Executives include both top and mid-level managers whose duties and responsibilities are too diverse and general in nature to be classified in any functional or line area of management and administration. These managers generally work through departmental or subordinate executives. Please do not include managers of smaller establishments who typically engage in the same activities as the workers they supervise.

## SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'somewhat difficult' finding experienced applicants who meet their hiring qualifications, and 'somewhat difficult' finding inexperienced applicants. Almost all employers reported that employment in the occupation remained stable during the past year.

## WAGES/BENEFITS

### Non-Union

	Range	Median
Entry Level/No Experience:	\$12.00 - 30.00	\$ 25.17
Experienced/New to Firm:	\$11.05 - 35.95	\$ 23.01
3 + Yrs Experience with Firm:	\$14.40 - 57.55	\$ 33.56

Almost all employees work 43 hours full-time within a work week.

		<u>F/T*</u>	<u>P/T*</u>
B	Medical Insurance	100%	0%
E	Dental Insurance	100%	0%
N	Vision Insurance	73%	0%
E	Life Insurance	93%	0%
F	Paid Sick Leave	93%	0%
I	Paid Vacation	93%	0%
T	Retirement Plan	80%	0%
S	Child Care	20%	0%

\* F/T = Full-Time, \* P/T =Part-Time

## EMPLOYMENT TRENDS

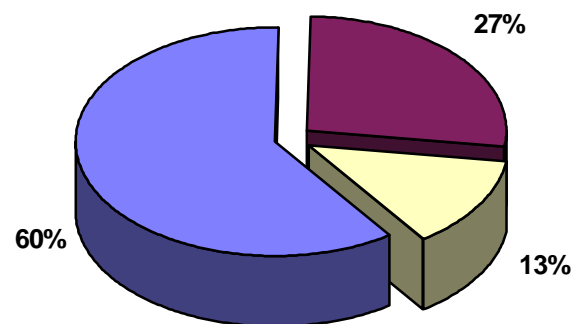
### RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Very Large (8170-9070)  
Growth Rating: Slower Than Average (0.60)  
Job Openings: 1770

## EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

- BA degree 60%
- Graduate Study 27%
- Associate degree 13%



# GENERAL MANAGERS AND TOP EXECUTIVES

OES CODE: 190050

15 FIRMS RESPONDING

DOT: 188.117-090  
DOT: 188.117-126

TITLE: DIRECTOR, REVENUE  
TITLE: WELFARE DIRECTOR

DOT: 188.167-058  
DOT: 188.167-078

TITLE: MANAGER, OFFICE  
TITLE: ROADS SUPERVISOR

## EXPERIENCE & OTHER REQUIREMENTS

Almost all surveyed employers 'always' require prior experience in this occupation. Acceptable work experience includes from 24 - 72 months in either office management, finance, human resources management, engineering, real estate administration, or a related field. Most employers 'sometimes' will accept training as a substitute for experience, while many employers will not.

## GENERAL SKILLS

The following skills data were rated important by employers from 1992 - 1994 CCOIS statewide surveys:

### TECHNICAL:

Business math skills  
Ability to plan and organize the work of others  
Ability to conduct performance appraisals  
Proofreading skills  
Ability to apply techniques of statistical analysis  
Knowledge of economic principles  
Financial planning skills  
Ability to hire and assign personnel  
Ability to interview others for information  
Ability to use computers in accounting applications  
Verbal presentation skills  
Ability to give oral instructions  
Ability to analyze data to solve problems  
Ability to interpret data  
Ability to write effectively  
Knowledge of the organization including other occupational duties

### PERSONAL OR OTHER:

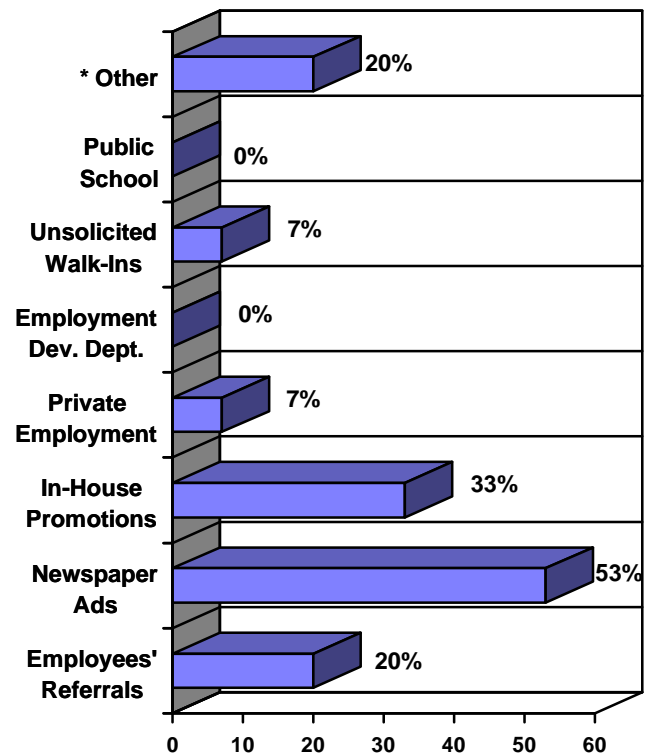
Ability to set work priorities  
Ability to read and comprehend information quickly  
Leadership skills  
Ability to motivate others  
Public contact skills  
Ability to work independently  
Interpersonal skills  
Ability to work under pressure  
Ability to maintain good business relationships  
Ability to manage unexpected situations or circumstances

### BASIC:

Oral communication skills

## RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



\* Other includes: Corporate Office, Industry Referral and EDCAL.

# HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS

OES CODE: 680050

15 FIRMS RESPONDING

DOT: 332.271-010  
DOT: 332.271-018

TITLE: COSMETOLOGIST  
TITLE: HAIR STYLIST

DOT: 332.361-010  
DOT: 333.071-010

TITLE: WIG DRESSER  
TITLE: MAKE-UP ARTIST

## DESCRIPTION

Hairdressers, Hairstylists, and Cosmetologists provide beauty services for customers, such as suggesting hair styles, cutting and styling hair, treating the scalp, applying make-up, and dressing wigs. Please do not include Shampooers, Manicurists, and Beauty School Instructors.

## WAGES/BENEFITS

### Non-Union, Wages and Commissions:

	Range	Median
<b>Entry Level/No Experience:</b>	\$ 4.25 - 6.00	\$ 5.00
Tips/Commissions:	\$ 4.80 - 9.60	\$ 7.19
<b>Experienced/New to Firm:</b>	\$ 4.25 - 7.00	\$ 5.00
Tips/Commissions:	\$ 9.60 - 12.00	\$ 9.59
<b>3 + Yrs Experience with Firm:</b>	\$ 4.25 - 10.00	\$ 5.75
Tips/Commissions:	\$ 12.00 - 16.80	\$ 13.43

Surveyed employers sometimes offer commissions ranging from 20% - 60%.

Most employees work 40 hours full-time, and some employees work 22 hours part time within a work week.

		<u>F/T*</u>	<u>P/T*</u>
B	Medical Insurance	78%	11%
E	Dental Insurance	33%	0%
N	Vision Insurance	0%	0%
E	Life Insurance	0%	0%
F	Paid Sick Leave	33%	0%
I	Paid Vacation	100%	0%
T	Retirement Plan	11%	0%
S	Child Care	0%	0%

\* F/T = Full-Time, \* P/T =Part-Time

## EMPLOYMENT TRENDS

### RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Large (1460-1840)  
Growth Rating: Faster Than Average (1.41)  
Job Openings: 540

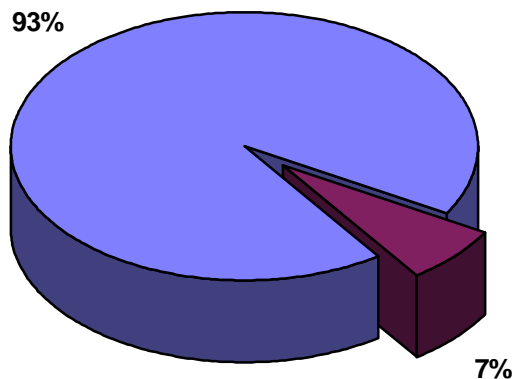
## SUPPLY/DEMAND ASSESSMENTS

Many employers report it is 'somewhat difficult' finding experienced applicants who meet their hiring qualifications, and a 'little difficult' finding inexperienced applicants. Most employers reported that employment in the occupation grew during the past year.

## EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

- High School 93%
- College but no Degree 7%



# HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS

OES CODE: 680050

15 FIRMS RESPONDING

DOT: 332.271-010  
DOT: 332.271-018

TITLE: COSMETOLOGIST  
TITLE: HAIR STYLIST

DOT: 332.361-010  
DOT: 333.071-010

TITLE: WIG DRESSER  
TITLE: MAKE-UP ARTIST

## EXPERIENCE & OTHER REQUIREMENTS

Almost all surveyed employers 'never' require prior experience in this occupation. Acceptable experience includes 12 months of hairdressing, cosmetology work, or training. Many employers 'always' will accept training as a substitute for work experience. Almost all employees require a State License of Cosmetology.

## GENERAL SKILLS

The following skills data were rated important by employers from 1992 - 1994 CCOIS statewide surveys:

### TECHNICAL:

- Artistic skills
- Ability to apply sales techniques
- Cash handling skills
- Possession of a cosmetology license
- Telephone answering skills
- Ability to write effectively
- Ability to maintain an appointment calendar
- Knowledge of make-up and skin care
- Manicuring skills
- Ability to find suppliers of beauty aids

### PHYSICAL:

- Manual dexterity
- Good eye-hand coordination
- Good vision
- Possession of good color perception
- Ability to stand continuously for 2 or more hours
- Ability to lift at least 10 lbs. repeatedly

### PERSONAL OR OTHER:

- Understanding of a variety of cultures
- Good grooming skills
- Willingness to work with close supervision
- Willingness to work nights, weekends, and holidays
- High standards of personal cleanliness
- Public contact skills
- Ability to work independently
- Ability to work under pressure

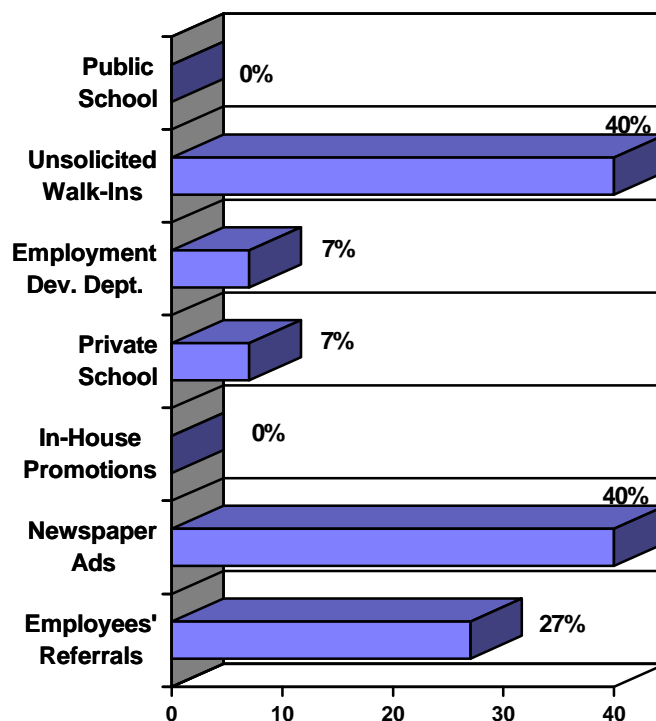
## GENERAL SKILLS cont'd

### BASIC:

- Ability to follow oral instructions
- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

## RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



# HAND PACKERS AND PACKAGERS

OES CODE: 989020

15 FIRMS RESPONDING

DOT: 522.684-010  
DOT: 522.687-018

TITLE: PICKLER  
TITLE: BULKER

DOT: 522.687-010  
DOT: 522.687-034

TITLE: BARREL FILLER I  
TITLE: PICKLER

## DESCRIPTION

Hand Packers and Packers pack or package by hand a wide variety of products and materials. Please do not include workers whose jobs require more than minimum training.

## WAGES/BENEFITS

### Union

	Range	Median
Entry Level/No Experience:	\$ 6.00 - 8.15	\$ 7.00
Experienced/New to Firm:	\$ 6.00 - 8.15	\$ 7.00
3 + Yrs Experience with Firm:	\$ 7.50 - 9.59	\$ 8.50

### Non-Union

	Range	Median
Entry Level/No Experience:	\$ 4.25 - 7.50	\$ 5.00
Experienced/New to Firm:	\$ 4.25 - 9.00	\$ 5.00
3 + Yrs Experience with Firm:	\$ 4.75 - 15.00	\$ 6.50

Most employees work 41 hours full-time. Some employees work 22 hours part-time within a work week. Some work seasonally or work temporary or on call.

		F/T*	P/T*
B	Medical Insurance	92%	8%
E	Dental Insurance	83%	8%
N	Vision Insurance	58%	8%
E	Life Insurance	67%	8%
F	Paid Sick Leave	92%	0%
I	Paid Vacation	100%	0%
T	Retirement Plan	75%	8%
S	Child Care	0%	0%

• F/T = Full-Time, \* P/T =Part-Time

## EMPLOYMENT TRENDS

### RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Large (1690-2130)  
Growth Rating: Faster Than Average (1.41)  
Job Openings: 730

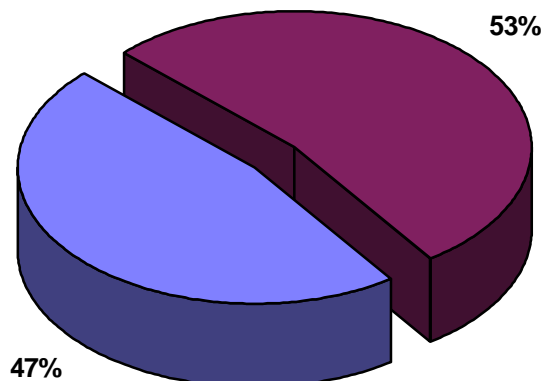
## SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'not difficult' finding experienced applicants who meet their hiring qualifications, and 'not difficult' finding inexperienced applicants. Most employers reported that employment in the occupation remained stable during the past year.

## EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

- Less than High School 47%
- High School 53%





# HAND PACKERS AND PACKAGERS

OES CODE: 989020

15 FIRMS RESPONDING

DOT: 522.684-010  
DOT: 522.687-018

TITLE: PICKLER  
TITLE: BULKER

DOT: 522.687-010  
DOT: 522.687-034

TITLE: BARREL FILLER I  
TITLE: PICKLER

## EXPERIENCE & OTHER REQUIREMENTS

Almost all surveyed employers 'never' require prior experience in this occupation, and some 'sometimes' require prior experience. Acceptable work experience includes from 3 - 12 months in either packaging, shipping, trimming and assembling, or operator production control. Most employers 'always' will accept training as a substitute for work experience.

## GENERAL SKILLS

The following skills data were rated important by employers from 1992 - 1994 CCOIS statewide surveys:

### TECHNICAL:

Basic Computer skills  
Understanding of inventory techniques  
Knowledge of the employer's organization

### PHYSICAL:

Ability to use hands, arms and fingers  
Good eye-hand coordination  
Physical stamina  
Possession of good color perception  
Ability to stand continuously for 2 or more hours  
Ability to sit continuously for 2 or more hours  
Ability to work rapidly  
Ability to perform precision work  
Ability to lift at least 50 lbs. repeatedly

### PERSONAL OR OTHER:

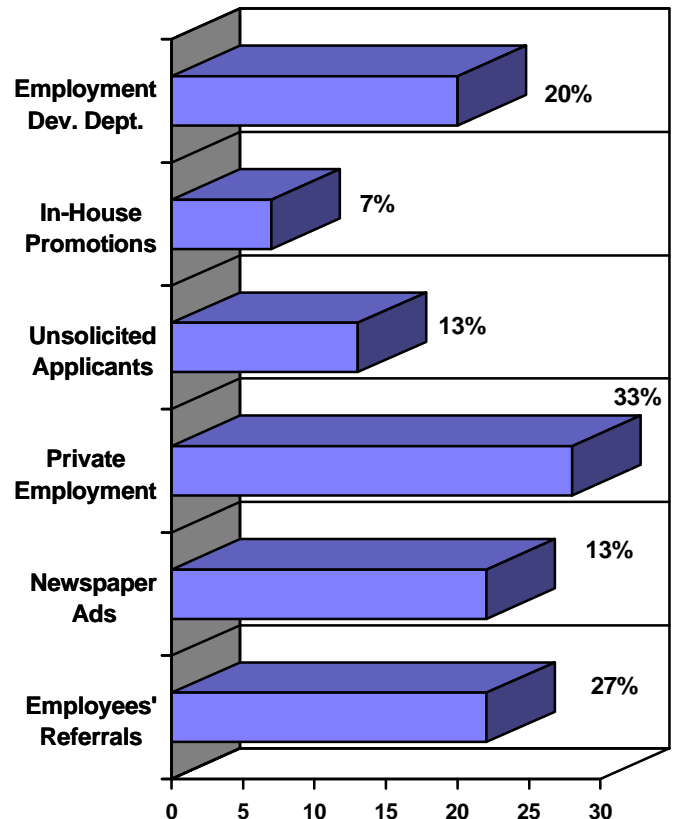
Organizational skills  
Possession of mechanical aptitude  
Ability to perform routine, repetitive work  
Ability to work as part of a team  
Willingness to work overtime  
Ability to work independently  
Ability to work under pressure  
Ability to interact with others  
Ability to learn from on-the-job training

### BASIC:

Ability to follow oral instructions  
Basic math skills  
Ability to read and follow instructions  
Ability to write legibly  
Oral communication skills

## RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



# HOME HEALTH CARE WORKERS

OES CODE: 660110

15 FIRMS RESPONDING

DOT: 354.377-014

TITLE: HOME ATTENDANT

## DESCRIPTION

Home Health Care Workers care for elderly, convalescent, or handicapped persons at the homes of their patients. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications that are self-administered. Please include Certified Home Health Aides, Certified Nurse Assistants caring for patients in their homes, and uncertified Home Health Care Workers.

## WAGES/BENEFITS

### Non-Union/Union

	Range	Median
Entry Level/No Experience:	\$ 4.25 - 9.00	\$ 5.25
Experienced/New to Firm:	\$ 4.50- 9.50	\$ 6.00
3 + Yrs Experience with Firm:	\$ 5.00 - 12.00	\$ 6.75

Most employers report 40 hours full-time, and some employees work 20 hour part-time work weeks.

		<u>F/T</u>	<u>P/T</u>
B	Medical Insurance	75%	25%
E	Dental Insurance	75%	25%
N	Vision Insurance	33%	17%
E	Life Insurance	58%	8%
F	Paid Sick Leave	75%	25%
I	Paid Vacation	100%	25%
T	Retirement Plan	50%	17%
S	Child Care	0%	0%

## EMPLOYMENT TRENDS

### RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

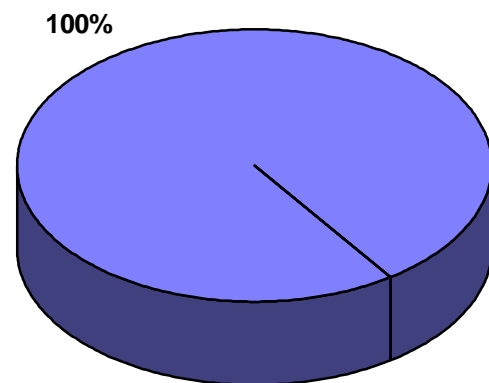
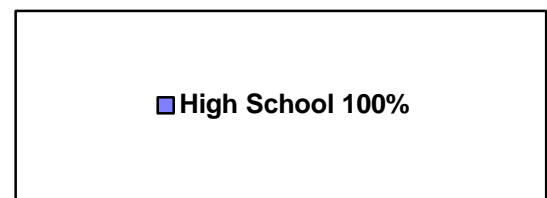
Size: Medium (370-710)  
Growth Rating: Much Faster Than Average (4.99)  
Job Openings: 380

## SUPPLY/DEMAND ASSESSMENTS

Employers report it is a 'little difficult' finding experienced and inexperienced applicants who meet their hiring qualifications. Most employers reported that employment in the occupation remained stable during the past year. Many employers reported that employment grew.

## EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:



# HOME HEALTH CARE WORKERS

OES CODE: 660110

15 FIRMS RESPONDING

DOT: 354.377-014

TITLE: HOME ATTENDANT

## EXPERIENCE & OTHER REQUIREMENTS

Employer responses to work experience requirements were evenly distributed between the categories of 'never,' 'sometimes,' 'usually,' or 'always.' Acceptable work experience includes from 3 - 12 months either in home health care, nursing, or elderly care. Many employers 'always' accept training as a substitute for work experience. Some employers require training or certification as a Certified Home Health Aid (State of California), Home Health Care Certification, or Certified Nursing Assistant.

## GENERAL SKILLS

The following skills data were rated important by employers from 1992 - 1994 CCOIS statewide surveys:

### TECHNICAL:

- Oral reading skills
- Ability to understand and interpret complex medical records
- Ability to read labels and instructions
- Ability to care for elderly persons
- Bondable
- Ability to prepare meals
- Ability to apply transferring techniques moving patients
- Ability to record condition of patients
- Ability to take vital signs
- Ability to make recommendations for basic food purchases
- Possession of a Registered Dental Assistant (RDA) Certificate
- Possession of an HHA Certificate
- Possession of a Certified Nurse Assistant qualification
- Certificate to perform CPR
- Possession of a valid driver's license
- Ability to analyze data to solve problems
- Ability to write effectively
- Problem solving skills
- Ability to synthesize information

### PHYSICAL:

- Good vision
- Good physical condition
- Ability to pass a pre-employment medical examination
- Possession of emotional stability
- Ability to stand continuously for 2 or more hours
- Ability to sit continuously for 2 or more hours
- Ability to lift at least 50 lbs. repeatedly

### PERSONAL OR OTHER:

- Understanding of a variety of cultures
- Ability to handle crisis situations
- Possession of a reliable vehicle
- Willingness to work with close supervision

## GENERAL SKILLS cont'd

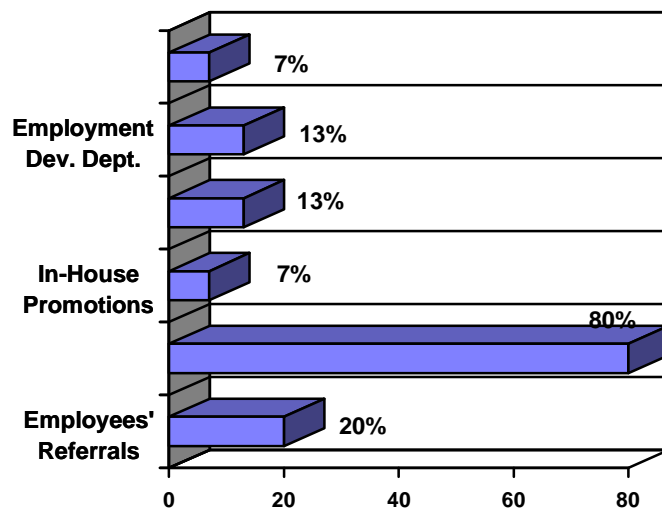
- Willingness to work on-call
- Willingness to work part-time
- Willingness to work nights, weekends, and holidays
- Ability to work as part of a team
- Ability to do shift work
- Public contact skills
- Ability to work independently
- Possession of a good DMV driving record
- Adaptable
- Ability to apply common sense
- Customer service skills
- Ability to deal effectively with difficult individual
- Ability to exercise patience
- Listening skills
- Ability to make decisions
- Caring and sympathetic attitude
- Reliability and honesty
- Patience and understanding

### BASIC:

- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

## RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



\* Other includes: GAIN Referrals

# HOTEL DESK CLERKS

OES CODE: 538080

16 FIRMS RESPONDING

DOT: 238.367-038

TITLE: HOTEL CLERK

## DESCRIPTION

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

## WAGES/BENEFITS

Union employers tend to pay wages at the high end of the wage scale.

### Non-Union/Union

	Range	Median
Entry Level/No Experience:	\$ 4.25 - 9.86	\$ 6.25
Experienced/New to Firm:	\$ 5.00 - 10.41	\$ 6.50
3 + Yrs Experience with Firm:	\$ 5.50 - 12.06	\$ 7.75

Some employers sometimes supplement wages with tips or commission.

Almost all employees work 40 hours full-time, and some employees work 24 hours part-time within a work week. Few employees work 40 hour seasonal work weeks.

		F/T*	P/T*
B	Medical Insurance	77%	0%
E	Dental Insurance	77%	0%
N	Vision Insurance	62%	0%
E	Life Insurance	46%	0%
F	Paid Sick Leave	62%	0%
I	Paid Vacation	100%	0%
T	Retirement Plan	46%	0%
S	Child Care	8%	0%

\* F/T = Full-Time, \* P/T =Part-Time

## EMPLOYMENT TRENDS

### RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Medium (590-850)  
Growth Rating: Much Faster Than Average (2.40)  
Job Openings: 460

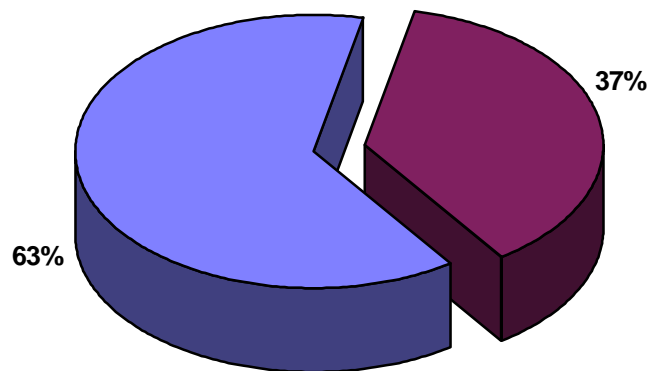
## SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'somewhat difficult' finding experienced applicants who meet their hiring qualifications, and a 'little difficult' finding inexperienced applicants. Almost all employers reported that employment in the occupation remained stable during the past year.

## EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

■ High School 63%  
■ College but no Degree 37%



# HOTEL DESK CLERKS

OES CODE: 538080

16 FIRMS RESPONDING

DOT: 238.367-038

TITLE: HOTEL CLERK

## EXPERIENCE & OTHER REQUIREMENTS

Many surveyed employers 'usually' require prior experience in the occupation. Acceptable work experience includes from 6 - 12 months in either front desk, front desk reservation, customer service, cash handling, computer, typing. Most employers 'sometimes' and many employers 'usually' will accept training as a substitute for work experience.

## GENERAL SKILLS

The following skills data were rated important by employers from 1992 - 1994 CCOIS statewide surveys:

### TECHNICAL:

- Supervisory skills
- Record keeping skills
- Cash handling skills
- Ability to follow billing procedures
- Bondable
- Knowledge of local services and entertainment
- Basic computer skills
- Ability to write effectively
- Knowledge of local streets

### PHYSICAL:

- Ability to stand continuously for 2 or more hours
- Ability to lift at least 10 lbs. repeatedly

### PERSONAL OR OTHER:

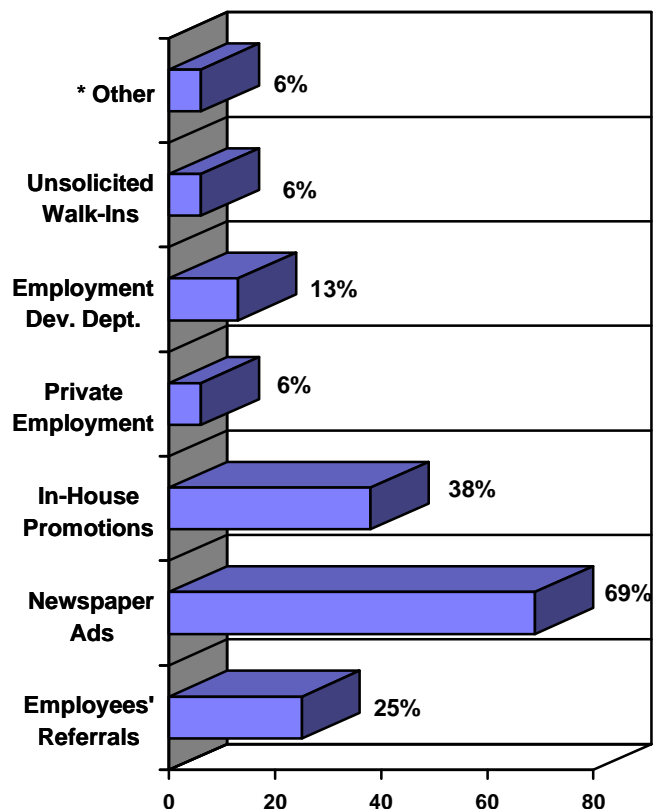
- Understanding of a variety of cultures
- Ability to handle crisis situations
- Good grooming skills
- Willingness to work with close supervision
- Willingness to work on-call
- Willingness to work part-time
- Willingness to work nights, weekends, and holidays
- Public contact skills
- Ability to work independently
- Ability to work under pressure
- Customer service skills

### BASIC:

- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

## RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



\* Other includes: Opposite seasonal lodge

# LAUNDRY AND DRYCLEANING MACHINE OPERATORS AND TENDERS - EXCEPT PRESSING

OES CODE: 927260

15 FIRMS RESPONDING

DOT: 361.665-010  
DOT: 361.682-010

TITLE: WASHER, MACHINE  
TITLE: RUG CLEANER, MACHINE

DOT: 361.684-010  
DOT: 361.684-014

TITLE: LAUNDERER, HAND  
TITLE: LAUNDRY WORKER I

## DESCRIPTION

Laundry and Dry-cleaning Machine Operators and Tenders operate or tend washing or dry-cleaning machines to clean or dry-clean commercial, industrial, or household articles, such as suede, leather, and cloth garments, furs, blankets, draperies, fine linens, rugs, and carpets.

## SUPPLY/DEMAND ASSESSMENTS

Many employers report it is 'not difficult' finding experienced and inexperienced applicants who meet their hiring qualifications. Almost all employers reported that employment in the occupation has remained stable during the past year.

## WAGES/BENEFITS

### Non-Union/Union

	Range	Median
Entry Level/No Experience:	\$ 4.75 -10.00	\$ 5.25
Experienced/New to Firm:	\$ 5.00 -12.00	\$ 5.75
3 + Yrs Experience with Firm:	\$ 5.50 -15.00	\$ 6.60

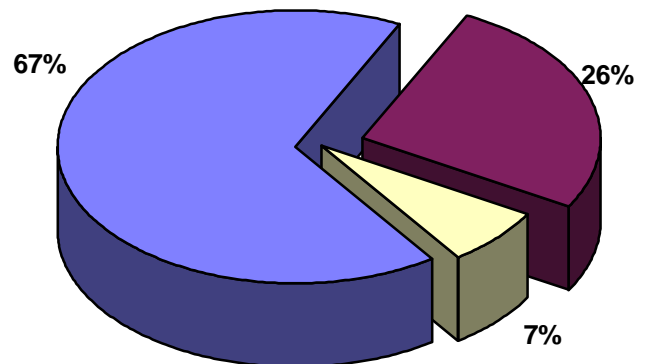
Almost all employees work 40 hours full-time and some employees work 21 hour part-time work week.

		<u>F/T</u>	<u>P/T</u>
B	Medical Insurance	100%	8%
E	Dental Insurance	92%	8%
N	Vision Insurance	75%	8%
E	Life Insurance	75%	8%
F	Paid Sick Leave	83%	8%
I	Paid Vacation	83%	8%
T	Retirement Plan	83%	8%
S	Child Care	0%	0%

## EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

- High School 67%
- Less Than HS 26%
- College but not Degree 7%



## EMPLOYMENT TRENDS

### RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Small (380-560)  
Growth Rating: Much Faster Than Average (2.58)  
Job Openings: 240

# LAUNDRY AND DRYCLEANING MACHINE OPERATORS AND TENDERS - EXCEPT PRESSING

OES CODE: 927260

15 FIRMS RESPONDING

DOT: 361.665-010  
DOT: 361.682-010

TITLE: WASHER, MACHINE  
TITLE: RUG CLEANER, MACHINE

DOT: 361.684-010  
DOT: 361.684-014

TITLE: LAUNDERER, HAND  
TITLE: LAUNDRY WORKER I

## EXPERIENCE & OTHER REQUIREMENTS

Almost all employers 'never' require work experience in the occupation. Most employers 'usually' will accept related training as a substitute for work experience.

## GENERAL SKILLS

The following skills data were rated important by employers from 1992 - 1994 CCOIS statewide surveys:

### TECHNICAL:

- Ability to operate commercial laundry machines
- Ability to operate commercial dry cleaning machines
- Ability to operate dry cleaning presses
- Understanding of cleaning compounds and solutions
- Ability to maintain equipment
- Ability to follow safe equipment operating practices
- Knowledge of fabrics
- Dry cleaning skills
- Spotting skills
- Possession of a state dry cleaner license

### PHYSICAL:

- Ability to use hands, arms, and fingers
- Good eye-hand coordination
- Good vision
- Ability to tolerate dust and unpleasant odors
- Ability to stand continuously for 2 or more hours
- Ability to tolerate heat and humidity
- Ability to lift at least 40 lbs. repeatedly

### PERSONAL OR OTHER:

- Willingness to work with close supervision
- High standards of personal cleanliness
- Ability to work as part of a team
- Ability to pay attention to detail
- Ability to work independently
- Customer service skills

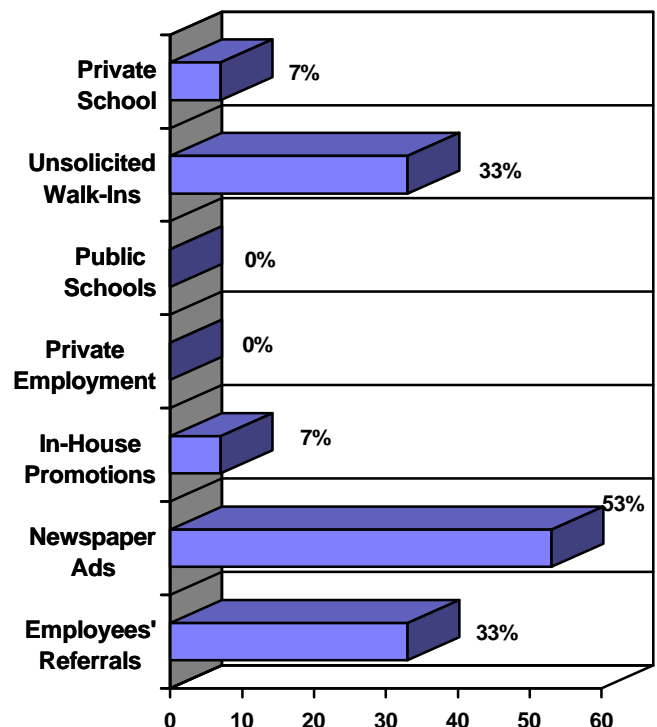
## GENERAL SKILLScont'd

### BASIC:

- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

## RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



# LAWN MAINTENANCE WORKERS

OES CODE: 790380

15 FIRMS RESPONDING

DOT: 408.161-010

TITLE: LANDSCAPE GARDENER

DOT: 408.687-014

TITLE: LABORER, LANDSCAPE

## DESCRIPTION

Lawn Maintenance Workers mow and trim lawns using hand or rider mowers, and trim shrubs and cultivate gardens. They clean grounds using rakes, brooms, blowers, and hoses, haul and spread topsoil using wheelbarrows and rakes, plant lawns using hand and power equipment, and dig holes for plants and trees using picks and shovels. Please do not include workers who also perform the duties of Pruners and Sprayers and Applicators.

## SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'somewhat difficult' finding fully experienced applicants who meet their hiring qualifications, and 'not difficult' finding inexperienced applicants. Most employers reported that employment in the occupation remained stable during the past year.

## WAGES/BENEFITS

### Non-Union

	Range	Median
Entry Level/No Experience:	\$ 4.25 - 8.00	\$ 5.25
Experienced/New to Firm:	\$ 5.00 - 12.50	\$ 7.00
3 + Yrs Experience with Firm:	\$ 6.00 - 16.25	\$10.00

Almost all employees work 40 hours full-time within a work week.

		F/T*	P/T*
B	Medical Insurance	75%	0%
E	Dental Insurance	25%	0%
N	Vision Insurance	13%	0%
E	Life Insurance	13%	0%
F	Paid Sick Leave	25%	0%
I	Paid Vacation	75%	0%
T	Retirement Plan	13%	0%
S	Child Care	0%	0%

\* F/T = Full-Time, \* P/T =Part-Time

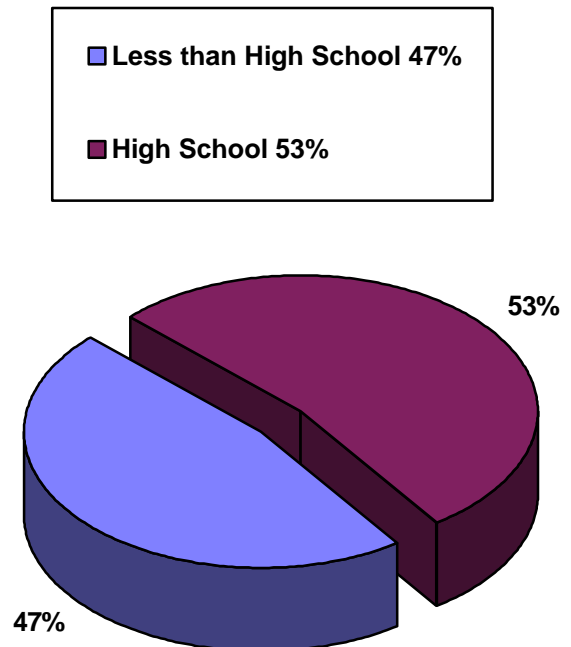
## EMPLOYMENT TRENDS

### RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Medium (570-830)  
Growth Rating: Much Faster Than Average (2.48)  
Job Openings: 320

## EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:





# LAWN MAINTENANCE WORKERS

OES CODE: 790380

15 FIRMS RESPONDING

DOT: 408.161-010

TITLE: LANDSCAPE GARDENER

DOT: 408.687-014

TITLE: LABORER, LANDSCAPE

## EXPERIENCE & OTHER REQUIREMENTS

Many surveyed employers 'never' require prior experience in the occupation, and some employers 'sometimes' or 'usually' require prior experience. Acceptable experience includes from 6 - 9 months in either landscape, gardening, or lawn maintenance work. Most employers 'sometimes' will accept training as a substitute for work experience. Acceptable training includes from 2 - 6 months in landscaping, OJT, pest control, or equipment operations.

## GENERAL SKILLS

The following skills data were rated important by employers from 1992 - 1994 CCOIS statewide surveys:

### TECHNICAL:

- Knowledge of ornamental plants
- Ability to use hand tools
- Ability to operate power hand tools
- Landscape site planning skills
- Landscape maintenance skills
- Lawn and garden care skills
- Knowledge of gardening tools
- Ability to operate engine-powered pump sprayer
- Ability to operate tree and vine trimming equipment
- Ability to examine tree and vine leaves for damage or disease
- Ability to repair fences and tree or vine props

### PHYSICAL:

- Good physical condition
- Ability to work outdoors in all weather conditions
- Ability to tolerate noise and dust

### PERSONAL OR OTHER:

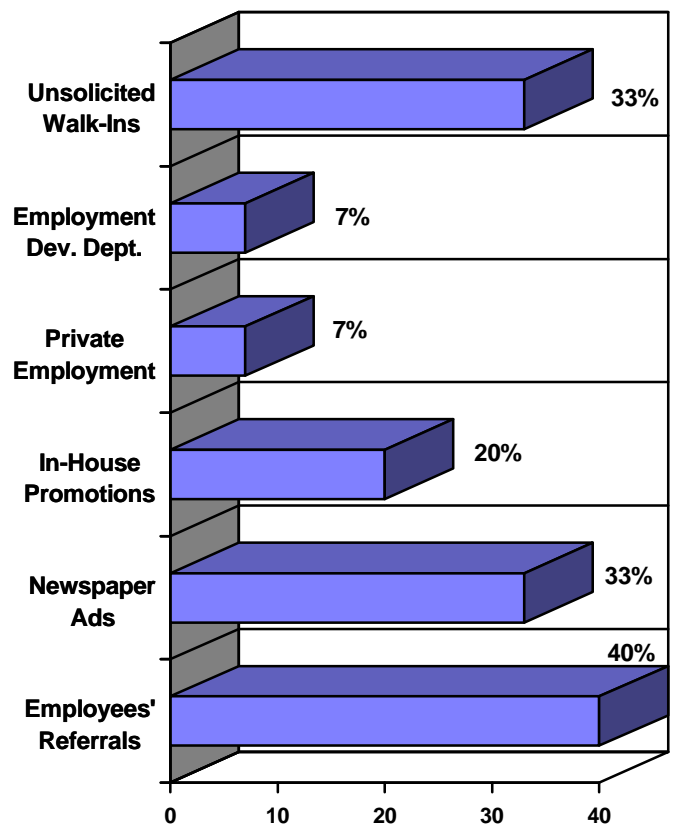
- Willingness to work with close supervision
- Ability to work independently

### BASIC:

- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

## RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



# LICENSED VOCATIONAL NURSES

OES CODE: 325050

18 FIRMS RESPONDING

DOT: 079.374-014

TITLE: NURSE, LICENSED PRACTICAL

## DESCRIPTION

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

## WAGES/BENEFITS

	Range	Median
Entry Level/No Experience:	\$ 9.00 - 14.00	\$11.50
Experienced/New to Firm:	\$ 10.00 - 16.00	\$12.50
3 + Yrs Experience with Firm:	\$ 10.00 - 18.00	\$14.00

Most employees work 40 hours full-time, and some employees work 25 hour part-time work weeks.

		<u>*F/T</u>	<u>*P/T</u>
B	Medical Insurance	100%	6%
E	Dental Insurance	94%	6%
N	Vision Insurance	78%	0%
E	Life Insurance	89%	6%
F	Paid Sick Leave	94%	11%
I	Paid Vacation	100%	11%
T	Retirement Plan	89%	11%
S	Child Care	6%	0%

\*F/T = Full-Time, \*P/T =Part-Time

## EMPLOYMENT TRENDS

### RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Large (1600 - 2020)  
Growth Rating: Faster Than Average (1.43)  
Job Openings: 600

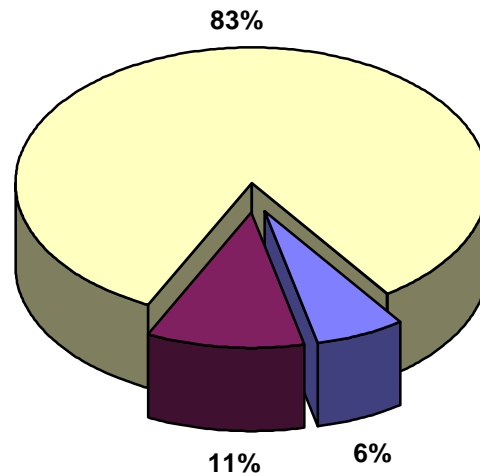
## SUPPLY/DEMAND ASSESSMENTS

Employers report it is a 'little difficult' finding experienced and inexperienced applicants who meet their hiring qualifications. Most employers reported that employment in the occupation remained stable during the past year.

## EDUCATION & TRAINING

Surveyed employers report the following education levels for recent hires:

- High School 6%
- AA Degree 11%
- College but not Degree 83%



# LICENSED VOCATIONAL NURSES

OES CODE: 325050

18 FIRMS RESPONDING

DOT: 079.374-014

TITLE: NURSE, LICENSED PRACTICAL

## EXPERIENCE & OTHER REQUIREMENTS

Many employers 'never' require prior experience in the occupation. The remaining surveyed employers 'sometimes,' 'usually' or 'always' require prior experience. Acceptable work experience includes from 12 - 36 months as a Licensed Nurse. Many employers 'sometimes' will accept training as a substitute for work experience. Some employers 'never' accept training as a substitute for work experience. All employers require a California License in Vocational Nursing.

## GENERAL SKILLS

The following skills data were rated important by employers from 1992 - 1994 CCOIS statewide surveys:

### TECHNICAL:

- Ability to complete and explain insurance forms
- Ability to follow laboratory procedures
- Ability to provide personal services to patients
- Ability to administer an electro-cardiograph (EKG) test
- Record keeping skills
- Ability to administer injections
- Ability to administer medications
- Understanding of asepsis
- Blood drawing skills
- Inhalation therapy skills
- Ability to care for elderly persons
- Ability to apply transferring techniques moving patients
- Ability to take vital signs
- Ability to prepare deceased patients
- Ability to detect complications in patients
- Ability to write effectively
- Knowledge of medical terminology
- Ability to explain to patient & family members self-care tech.

### PHYSICAL:

- Physical stamina
- Possession of emotional stability
- Ability to stand continuously for 2 or more hours
- Ability to lift at least 50 lbs. repeatedly

### PERSONAL OR OTHER:

- Understanding of a variety of cultures
- Ability to handle crisis situations
- Willingness to work with close supervision
- Willingness to work on-call
- Willingness to work part time
- Willingness to work nights, weekends, and holidays
- Public contact skills
- Ability to work independently
- Ability to work under pressure

## GENERAL SKILLS Cont'd

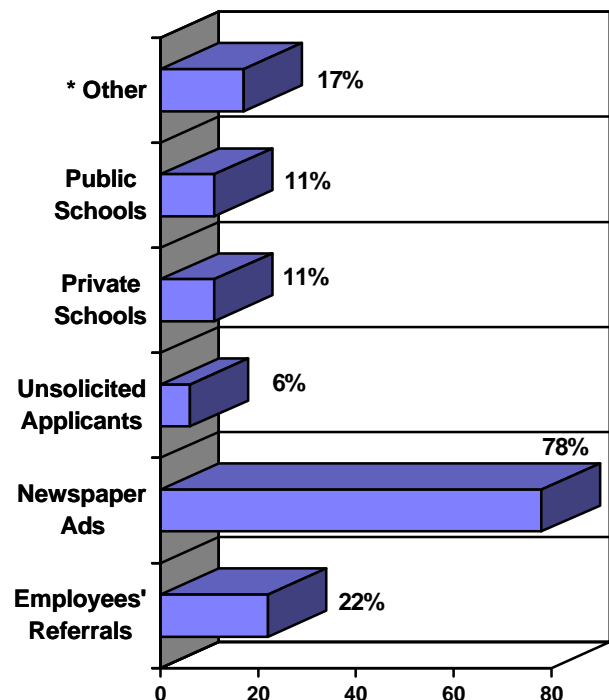
- Ability to deal effectively with difficult individuals
- Caring and sympathetic attitude
- Ability to interact well with others

### BASIC:

- Ability to follow oral instructions
- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

## RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



\* Other includes: Nursing Magazines and Job Line

# LOAN OFFICERS AND COUNSELORS

OES CODE: 211080

15 FIRMS RESPONDING

DOT: 186.167-078  
DOT: 186.267-018

TITLE: COMM. LOAN COLL. OFF.  
TITLE: LOAN OFFICER

DOT: 186.267-022  
DOT: 186.267-026

TITLE: LOAN REVIEW ANALYST  
TITLE: UNDERWRITER, MORT.

## DESCRIPTION

Loan Officers and Counselors evaluate, authorize, or recommend approval of commercial or real estate loans and credit loans or advise borrowers on financial status and methods of payments. Please include such occupations as Mortgage Loan Officers or Agents, Collection Analysts, and Loan Servicing Officers.

## SUPPLY/DEMAND ASSESSMENTS

Employers report it is a 'little difficult' finding experienced and inexperienced applicants who meet their hiring qualifications. Most employers reported that employment in the occupation remained stable during the past year.

## WAGES/BENEFITS

### Non-Union/Union, Wages and Commissions

	Range	Median
<b>Entry Level/No Experience:</b>	\$ 6.90 -18.20	\$ 8.61
Tips/Commissions:	\$ 7.65 -16.80	\$ 9.59
<b>Experienced/New to Firm:</b>	\$ 6.90 -19.18	\$12.66
Tips/Commissions:	\$13.45 - 26.35	\$19.18
<b>3 + Yrs Experience with Firm:</b>	\$11.99 - 23.97	\$15.82
Tips/Commissions:	\$19.20 - 47.95	\$40.28

Some employers supplement wages with commissions that are a percentage over the salary, or a percentage of the loan.

Almost all employees work 43 hours full-time, and few employees work 23 hour part-time work weeks.

		<u>F/T</u>	<u>P/T</u>
B	Medical Insurance	100%	7%
E	Dental Insurance	86%	7%
N	Vision Insurance	71%	7%
E	Life Insurance	86%	7%
F	Paid Sick Leave	57%	7%
I	Paid Vacation	57%	7%
T	Retirement Plan	79%	7%
S	Child Care	7%	7%

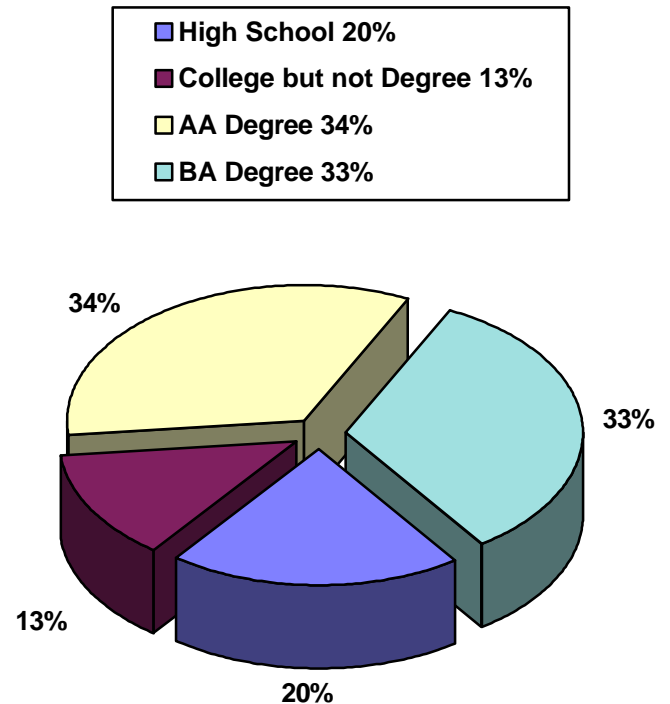
## EMPLOYMENT TRENDS

### RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Medium (900-1040)  
Growth Rating: Slower Than Average (0.85)  
Job Openings: 230

## EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:



# LOAN OFFICERS AND COUNSELORS

OES CODE: 211080

15 FIRMS RESPONDING

DOT: 186.167-078  
DOT: 186.267-018

TITLE: COMM. LOAN COLL. OFF.  
TITLE: LOAN OFFICER

DOT: 186.267-022  
DOT: 186.267-026

TITLE: LOAN REVIEW ANALYST  
TITLE: UNDERWRITER, MORT.

## EXPERIENCE & OTHER REQUIREMENTS

Most employers 'always' require prior experience in the occupation, and some employers 'sometimes' to 'never' require prior experience. Acceptable work experience includes from 6 - 60 months in either commercial lending, construction lending, consumer lending, collection or mortgage. Many employers 'sometimes' will accept training as a substitute for work experience, while some employers 'never' accept training as a substitute for experience. Some employers require a Department of Real Estate license.

## GENERAL SKILLS

The following skills data were rated important by employers from 1992 - 1994 CCOIS statewide surveys:

### TECHNICAL:

- Business math skills
- Ability to maintain financial records
- Ability to plan and organize the work of others
- Negotiation skills
- Ability to apply sales techniques
- Record keeping skills
- Ability to handle credit and collections
- Understanding of regulations affecting financial institutions
- Understanding of conventional loans
- Knowledge of government loan procedures
- Knowledge of microcomputer hardware & operating systems
- Ability to assess and analyze market conditions
- Ability to follow specialized bookkeeping procedures
- Ability to interview others for information
- Ability to use word processing software
- Ability to use spreadsheet software
- Ability to use database software
- Possession of California Real Estate Sales License
- Telephone answering skills
- Ability to write effectively
- Problem solving skills
- Proven sales record

### PHYSICAL:

- Ability to stand continuously for 2 or more hours
- Ability to sit continuously for 2 or more hours
- Ability to lift at least 10 lbs. repeatedly

## GENERAL SKILLS Cont'd

### PERSONAL OR OTHER:

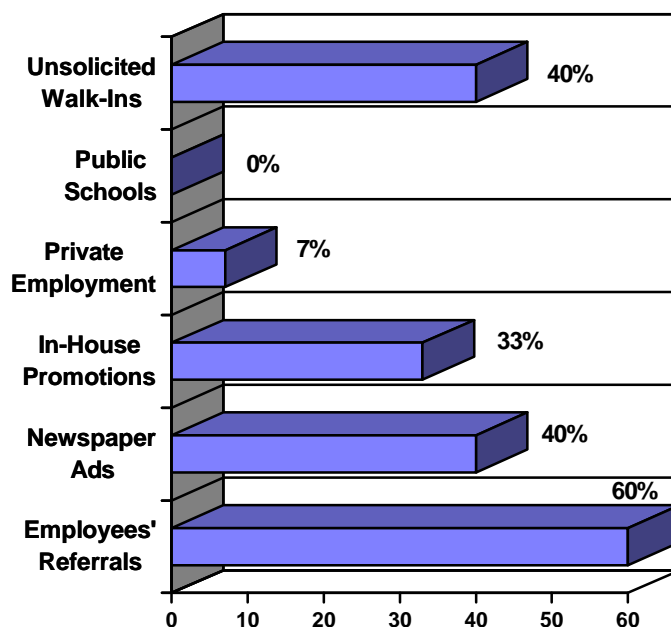
- Willingness to work with close supervision
- Willingness to work on-call
- Willingness to work part-time
- Public contact skills
- Ability to work independently
- Customer service skills

### BASIC:

- Ability to think logically
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

## RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



# MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS

OES CODE: 130110

15 FIRMS RESPONDING

DOT: 141.137-010  
DOT: 159.167-010

TITLE: PRODUCTION MGR., ADV.  
TITLE: EXECUTIVE PROD., PROMO

DOT: 163.117-014  
DOT: 163.117-018

TITLE: MANAGER, EXPORT  
TITLE: MANAGER, PROMOTION

## DESCRIPTION

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.

## SUPPLY/DEMAND ASSESSMENTS

Many employers report it is 'somewhat difficult' finding fully experienced applicants who meet their hiring qualifications, and a 'little difficult' finding inexperienced applicants. Almost all employers reported that employment in the occupation remained stable during the past year.

## WAGES/BENEFITS

### Non-Union

	Range	Median
Entry Level/No Experience:	\$ 8.00 - 14.38	\$ 8.00
Experienced/New to Firm:	\$10.00 - 35.96	\$16.78
3 + Yrs Experience with Firm:	\$12.00 - 41.71	\$21.58

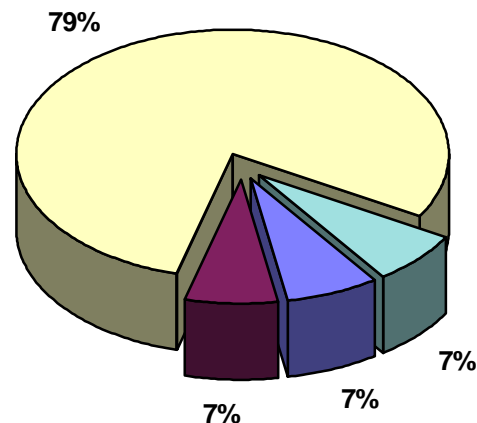
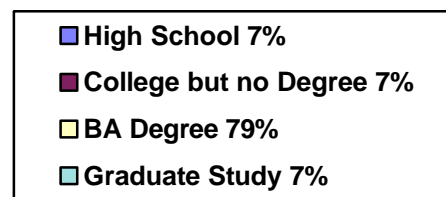
Almost all employees work 40 hours full-time within a work week.

		F/T*	P/T*
B	Medical Insurance	100%	0%
E	Dental Insurance	93%	0%
N	Vision Insurance	87%	0%
E	Life Insurance	93%	0%
F	Paid Sick Leave	93%	0%
I	Paid Vacation	93%	0%
T	Retirement Plan	93%	0%
S	Child Care	20%	0%

\* F/T = Full-Time, \* P/T =Part-Time

## EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:



## EMPLOYMENT TRENDS

### RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Large (1070-1310)  
Growth Rating: Faster Than Average (1.22)  
Job Openings: 380

# MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS

OES CODE: 130110

15 FIRMS RESPONDING

DOT: 141.137-010  
DOT: 159.167-010

TITLE: PRODUCTION MGR., ADV.  
TITLE: EXECUTIVE PROD., PROMO

DOT: 163.117-014  
DOT: 163.117-018

TITLE: MANAGER, EXPORT  
TITLE: MANAGER, PROMOTION

## EXPERIENCE & OTHER REQUIREMENTS

Almost all surveyed employers 'always' require prior work experience in the occupation. Acceptable work experience includes from 7 - 44 months of either marketing, public relations, advertisement, management, or related work. Most employers 'never' will accept training as a substitute for work experience.

## GENERAL SKILLS

The following skills data were rated important by employers from 1992 - 1994 CCOIS statewide surveys:

### TECHNICAL:

- Ability to manage an activity or department
- Supervisory skills
- Ability to apply marketing techniques
- Ability to analyze and use market research data and reports
- Understanding of labor relations practices
- Media Advertising sales skills
- Ability to apply techniques of statistical analysis
- Telephone sales skills
- Ability to use computer applications in research
- Verbal presentation skills
- Ability to write effectively

### PHYSICAL:

- Ability to sit continuously for 2 or more hours
- Ability to motivate others
- Public Contact skills
- Ability to work independently
- Ability to work under pressure
- Ability to make decisions

### PERSONAL OR OTHER:

- Understanding of a variety of cultures
- Ability to motivate others
- Willingness to work with close supervision
- Willingness to work nights, weekends, and holidays
- Willingness to travel
- Ability to work as part of a team
- Ability to meet deadlines
- Imagination and creativity
- Ability to work independently
- Interpersonal skills
- Ability to work under pressure
- Possession of a good DMV driving record

## GENERAL SKILLS cont'd

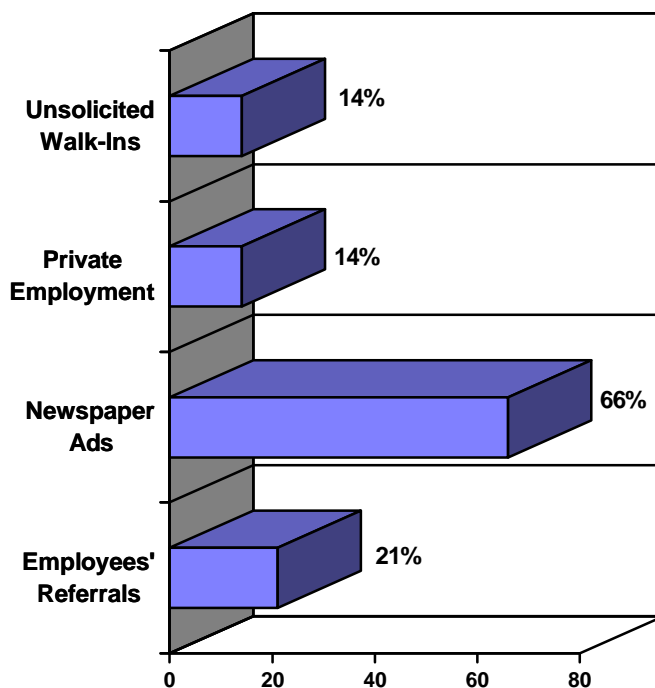
- Ability to maintain good customer relations
- Ability to manage unexpected situations or circumstances
- Ability to manage multiple priorities

### BASIC:

- Basic math skills
- Ability to write legibly
- Oral communication skills

## RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



# PAINTERS, PAPERHANGERS - CONSTRUCTION AND MAINTENANCE

OES CODE: 874020

15 FIRMS RESPONDING

DOT: 840.381-010  
DOT: 840.381-014

TITLE: PAINTER  
TITLE: PAINTER, APPRENTICE

DOT: 840.381-018  
DOT: 840.684.010

TITLE: PAINTER, SHIPYARD  
TITLE: GLASS TINER

## DESCRIPTION

Painters paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

## SUPPLY/DEMAND ASSESSMENTS

Employers report it is a 'little difficult' finding experienced applicants who meet their hiring qualifications, and 'difficult' finding inexperienced applicants. Most employers reported that employment in the occupation grew during the past year.

## WAGES/BENEFITS

### Non Union/Union

	Range	Median
Entry Level/No Experience:	\$ 5.00 -11.25	\$ 6.75
Experienced/New to Firm:	\$ 5.50 -16.50	\$10.25
3 + Yrs Experience with Firm:	\$ 8.50 -20.70	\$15.00

Few employers sometimes supplement wages with tips or commissions.

Most employees work 40 hours full-time, and some employees work 21 hour part-time work weeks.

		<u>F/T</u>	<u>P/T</u>
B	Medical Insurance	75%	0%
E	Dental Insurance	38%	0%
N	Vision Insurance	25%	0%
E	Life Insurance	63%	0%
F	Paid Sick Leave	25%	0%
I	Paid Vacation	63%	0%
T	Retirement Plan	63%	0%
S	Child Care	13%	0%

## EMPLOYMENT TRENDS

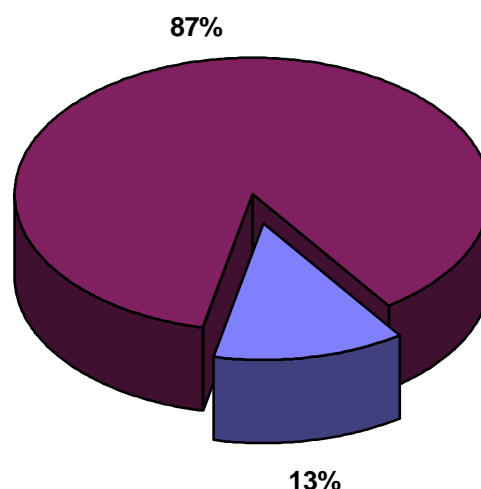
### RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Medium (830-960)  
Growth Rating: Slower Than Average (0.85)  
Job Openings: 270

## EDUCATION & TRAINING

Surveyed employers report the following educational levels of recent hires:

- Less than High School 13%
- High School 87%





# PAINTERS, PAPERHANGERS - CONSTRUCTION AND MAINTENANCE

OES CODE: 874020

15 FIRMS RESPONDING

DOT: 840.381-010  
DOT: 840.381-014

TITLE: PAINTER  
TITLE: PAINTER, APPRENTICE

DOT: 840.381-018  
DOT: 840.684.010

TITLE: PAINTER, SHIPYARD  
TITLE: GLASS TINTER

## EXPERIENCE & OTHER REQUIREMENTS

Most employers 'never' require prior experience in the occupation. Acceptable work experience includes from 12 - 84 months either as a painter, in maintenance, auto painter, or journeyman painter. Most employers 'sometimes' will accept training as a substitute for work experience, and many 'usually' will accept training as a substitute for prior work experience.

## GENERAL SKILLS

The following skills data were rated important by employers from 1992 - 1994 CCOIS statewide surveys:

### TECHNICAL:

- Ability to use and read a tape measure
- Knowledge of paints and related chemicals
- Ability to implement safe work practices
- Cost estimating skills
- Brush painting skills
- Roller painting skills
- Spray painting skills
- Drywall installation and repair skills
- Surface preparation skills

### PHYSICAL:

- Ability to tolerate dust and paint fumes
- Ability to work from ladder and scaffolds
- Possession of good color perception
- Ability to stand continuously for 2 or more hours
- Ability to sit continuously for 2 or more hours
- Ability to lift at least 50 lbs. repeatedly

### PERSONAL OR OTHER:

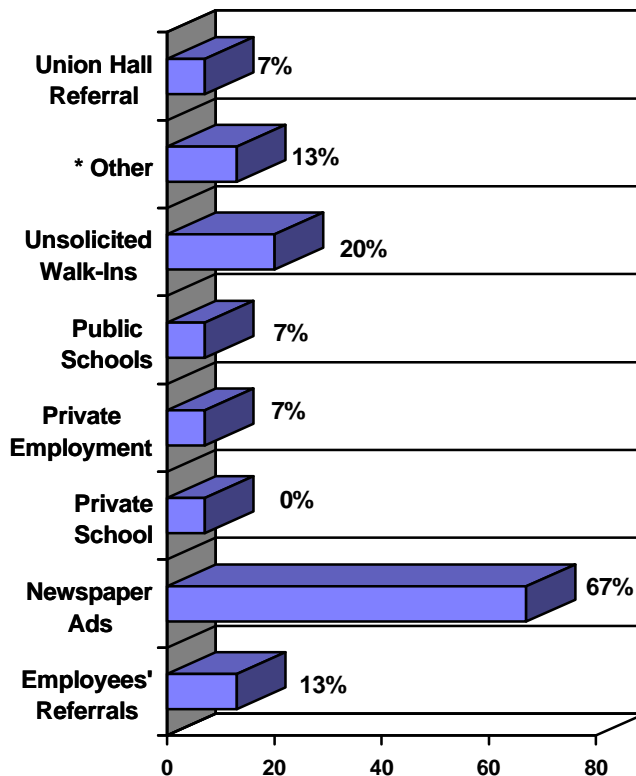
- Possession of a reliable vehicle
- Willingness to work with close supervision
- Ability to pay attention to detail
- Ability to work independently
- Customer service skills

### BASIC:

- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

## RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



\* Other includes: Paint Companies, School Newspaper.

# PROPERTY AND REAL ESTATE MANAGERS AND ADMINISTRATORS

OES CODE: 150110

16 FIRMS RESPONDING

DOT: 186.117-042  
DOT: 186.117-046

TITLE: MGR., LAND DEV.  
TITLE: MANAGER, LEASING

DOT: 186.117-058  
DOT: 186.117-062

TITLE: REAL-ESTATE AGENT  
TITLE: RENTAL MAMGER

## DESCRIPTION

Property and Real Estate Managers and Administrators plan, organize, direct, control, or coordinate real estate property management, purchase, sales and leasing activities. Their work involves management of buildings or properties, management of real estate buying and selling activities for clients or employers, and management of rented or leased housing units, buildings, or land (including rights-of-way). Please do not include workers whose duties are not primarily managerial or who are engaged primarily in direct buying or selling of real estate.

## SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'somewhat difficult' finding experienced and inexperienced applicants who meet their hiring qualifications. Almost all employers reported that employment in the occupation remained stable during the past year.

## WAGES/BENEFITS

### Non-Union, Wages and Commissions

	Range	Median
<b>Entry Level/No Experience:</b>	\$ 6.90 - 57.55	\$ 9.59
Tips/Commissions:	\$10.75 - 14.40	\$12.56
<b>Experienced/New to Firm:</b>	\$ 7.83 - 57.55	\$12.47
Tips/Commissions:	\$15.35 - 38.35	\$26.85
<b>3 + Yrs Experience with Firm:</b>	\$ 9.00 - 92.05	\$18.22
Tips/Commissions:	\$19.20 - 47.95	\$33.56

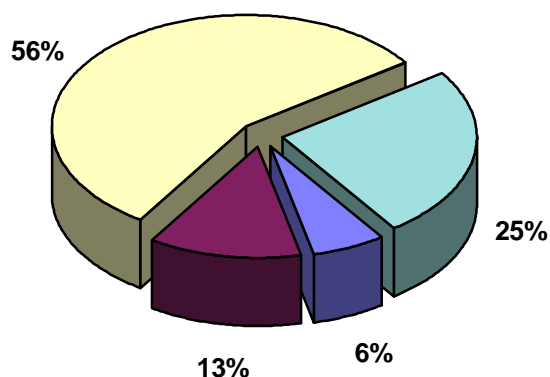
Employers also offer commissions based on a percentage of company profit.

Almost all employees work 47 hours full-time, and few employees work 15 hour part-time work weeks.

		<u>F/T</u>	<u>P/T</u>
B	Medical Insurance	92%	0%
E	Dental Insurance	54%	0%
N	Vision Insurance	38%	0%
E	Life Insurance	54%	0%
F	Paid Sick Leave	92%	0%
I	Paid Vacation	92%	0%
T	Retirement Plan	62%	0%
S	Child Care	0%	0%

Surveyed employers report the following education levels of recent hires:

- High School 6%
- College but no degree 13%
- BA Degree 56%
- AA Degree 25%



## EMPLOYMENT TRENDS

### RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Medium (610-840)  
Growth Rating: Much Faster Than Average (2.05)  
Job Openings: 290

# PROPERTY AND REAL ESTATE MANAGERS AND ADMINISTRATORS

OES CODE: 150110

16 FIRMS RESPONDING

DOT: 186.117-042  
DOT: 186.117-046

TITLE: MGR., LAND DEV.  
TITLE: MANAGER, LEASING

DOT: 186.117-058  
DOT: 186.117-062

TITLE: REAL-ESTATE AGENT  
TITLE: RENTAL MANAGER

## EXPERIENCE & OTHER REQUIREMENTS

Most employers 'always' require prior experience in the occupation. Acceptable work experience includes from 6 - 100 months of prior experience in either real estate, real estate management, general management, RV park management, property management or rental. Most employers 'sometimes' will accept training as a substitute for work experience, while many will 'never' accept training as a substitute for work experience. Most employers require a California Real Estate License, or Certified Property Manager License.

## GENERAL SKILLS

The following skills data were rated important by employers from 1992 - 1994 CCOIS statewide surveys:

### TECHNICAL:

- Computer skills
- Business math skills
- Completion of bookkeeping courses
- Ability to maintain financial records
- Ability to manage an activity or department
- Ability to plan and organize the work of others
- Ability to prepare and arrange sales contracts
- Ability to handle credit and collections
- Knowledge of escrow and title functions
- Ability to negotiate property leases
- Carpentry skills
- Bondable
- Possession of a California Real Estate Sales License
- Ability to write effectively
- Problem solving skills

### PERSONAL OR OTHER:

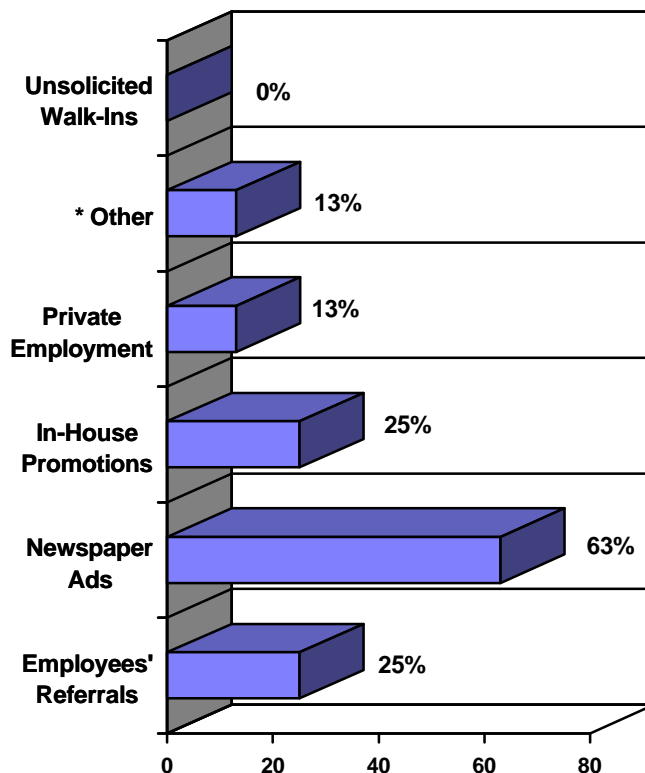
- Public contact skills
- Ability to work independently

### BASIC:

- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

## RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



\*Other includes: Head Hunters and Real Estate Institutions

# SECRETARIES, GENERAL

OES CODE: 551080

16 FIRMS RESPONDING

DOT: 201.162-010  
DOT: 201.362-018

TITLE: SOCIAL SECRETARY  
TITLE: MEMBERSHIP SECRETARY

DOT: 201.362-022  
DOT: 201.362-026

TITLE: SCHOOL SECRETARY  
TITLE: SCRIPT SUPERVISOR

## DESCRIPTION

Secretaries relieve officials of clerical work and minor administrative and business details by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Please do not include Medical and Legal Secretaries.

## WAGES/BENEFITS

### Non-Union/Union

	Range	Median
Entry Level/No Experience:	\$ 5.00 -10.50	\$ 7.50
Experienced/New to Firm:	\$ 7.00 -12.50	\$10.00
3 + Yrs Experience with Firm:	\$ 7.00 -17.50	\$12.00

Almost all employees work 40 hour full-time and few employees work 23 hour part-time work weeks. Some employees work temporary on a full time basis.

		<u>F/T</u>	<u>P/T</u>
B	Medical Insurance	100%	6%
E	Dental Insurance	100%	6%
N	Vision Insurance	75%	6%
E	Life Insurance	81%	6%
F	Paid Sick Leave	94%	13%
I	Paid Vacation	100%	13%
T	Retirement Plan	63%	6%
S	Child Care	0%	0%

## EMPLOYMENT TRENDS

### RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Very Large (5980-6490)  
Growth Rating: Much Faster Than Average (4.62)  
Job Openings: 1450

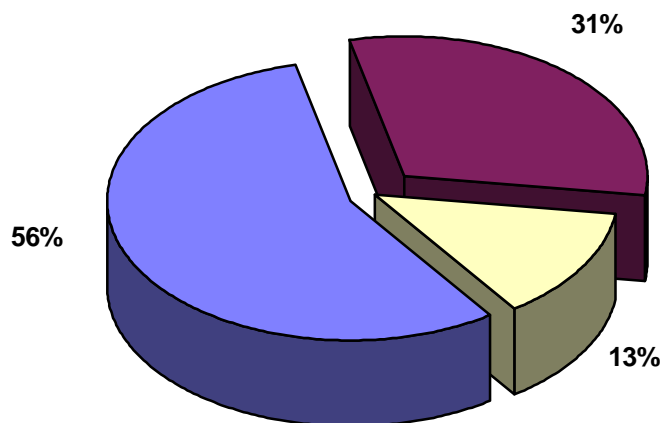
## SUPPLY/DEMAND ASSESSMENTS

Many employers report it is 'somewhat difficult' finding experienced applicants who meet their hiring qualifications, and a 'little difficult' finding inexperienced applicants. Most employers reported that employment in the occupation remained stable during the past year while many employers reported that employment grew.

## EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

- High School 56%
- College but no Degree 31%
- Associate Degree 13%



# SECRETARIES, GENERAL

OES CODE: 551080

16 FIRMS RESPONDING

DOT: 201.162-010  
DOT: 201.362-018

TITLE: SOCIAL SECRETARY  
TITLE: MEMBERSHIP SECRETARY

DOT: 201.362-022  
DOT: 201.362-026

TITLE: SCHOOL SECRETARY  
TITLE: SCRIPT SUPERVISOR

## EXPERIENCE & OTHER REQUIREMENTS

Most employers 'always' require prior experience in the occupation. Acceptable experience includes from 12 - 60 months in either clerical, secretarial, or executive secretary work. Most employers 'sometimes' will accept secretarial training as a substitute for work experience.

## GENERAL SKILLS

The following skills data were rated important by employers from 1992 - 1994 CCOIS statewide surveys:

### TECHNICAL:

Ability to plan and organize the work of others  
Ability to follow purchasing procedures  
Negotiation skills  
Record keeping skills  
Alphabetic and numeric filing skills  
Proofreading skills  
Ability to assess and analyze market conditions  
Ability to hire and assign personnel  
Ability to follow billing procedures  
Ability to prepare business correspondence  
Ability to use spreadsheet software  
Ability to use word processing software  
Ability to use database software  
English grammar, spelling, and punctuation skills  
Ability to analyze data to solve problems  
Telephone answering skills  
Ability to write effectively  
Ability to maintain an appointment calendar  
Ability to synthesize information  
Shorthand skills  
Bilingual skills  
Ability to take dictation at 100 wpm or more  
Ability to type at least 60 wpm

### PHYSICAL:

Ability to stand continuously for 2 or more hours  
Ability to sit continuously for 2 or more hours  
Ability to lift at least 10 lbs. repeatedly

### PERSONAL OR OTHER:

Willingness to work with close supervision  
Public contact skills  
Ability to work independently  
Interpersonal skills  
Ability to work under pressure  
Creativity  
Ability to make decisions

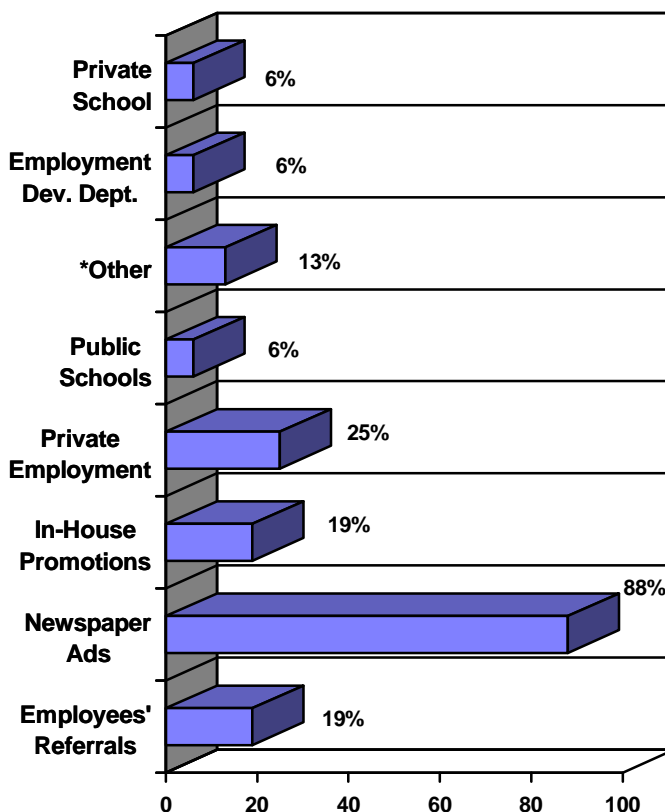
## GENERAL SKILLScont'd

### BASIC:

Ability to follow oral instructions  
Basic math skills  
Ability to read and follow instructions  
Ability to write legibly, and good oral communication skills

## RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



\*Other includes: Flyers, Interest Cards

# SECRETARIES, MEDICAL

OES CODE: 551050

16 FIRMS RESPONDING

DOT: 201.362-014

TITLE: MEDICAL SECRETARY

## DESCRIPTION

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments.

## WAGES/BENEFITS

### Non-Union/Union

	Range	Median
Entry Level/No Experience:	\$ 4.25 - 9.00	\$ 7.70
Experienced/New to Firm:	\$ 5.00 -13.00	\$ 8.88
3 + Yrs Experience with Firm:	\$ 8.00 -17.00	\$10.25

Almost all employees work 40 hours full-time, and few employees work 23 hour part-time work weeks. Few employees work temporary on a full time basis.

		<u>F/T</u>	<u>P/T</u>
B	Medical Insurance	88%	13%
E	Dental Insurance	63%	6%
N	Vision Insurance	44%	13%
E	Life Insurance	69%	13%
F	Paid Sick Leave	100%	13%
I	Paid Vacation	100%	13%
T	Retirement Plan	50%	13%
S	Child Care	0%	0%

## EMPLOYMENT TRENDS

### RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Medium (710-860)  
Growth Rating: Faster Than Average (1.15)  
Job Openings: 270

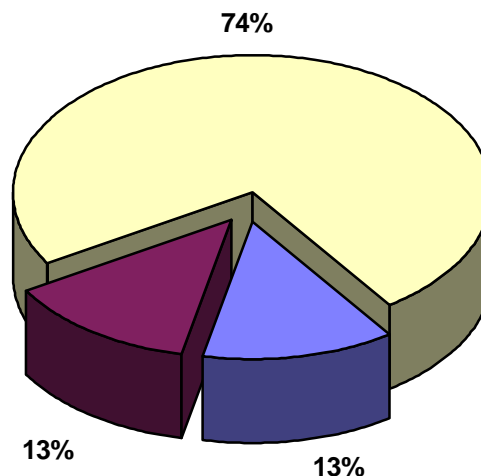
## SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'somewhat difficult' finding experienced applicants who meet their hiring qualifications, and a 'little difficult' finding inexperienced applicants. Most employers reported that employment in the occupation remained stable during the past year.

## EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

- High School 13%
- Associate Degree 13%
- College but no Degree 74%



# SECRETARIES, MEDICAL

OES CODE: 551050

16 FIRMS RESPONDING

DOT: 201.362-014

TITLE: MEDICAL SECRETARY

## EXPERIENCE & OTHER REQUIREMENTS

Employer responses to work experience requirements were evenly distributed between the categories of 'never,' 'sometimes,' 'usually,' and 'always.' Acceptable experience includes 6 - 36 months in either medical secretary, related medical, medical assistant, medical terminology, or medical receptionist work. Most employers 'sometimes' will accept training as a substitute for work experience while few employers require a medical assistant certification.

## GENERAL SKILLS

The following skills data were rated important by employers from 1992 - 1994 CCOIS statewide surveys:

### TECHNICAL:

- Ability to maintain financial records
- Ability to complete and explain insurance forms
- Proofreading skills
- Ability to handle credit and collections
- Knowledge of microcomputer hardware & operating system
- Ability to follow billing procedures
- Ability to use spreadsheet software
- Ability to use word processing software
- Certified in Medical Transcription as a CMT
- Ability to requisition supplies
- Ability to analyze data to solve problems
- Telephone answering skills
- Ability to write effectively
- Knowledge of medical terminology
- Ability to maintain an appointment calendar
- Ability to synthesize information
- Knowledge of medical records coding for reimbursement
- Ability to take dictation at 100 wpm or more
- Ability to type at least 60 wpm

### PHYSICAL:

- Ability to stand continuously for 2 or more hours
- Ability to sit continuously for 2 or more hours
- Ability to lift at least 10 lbs. repeatedly

### PERSONAL OR OTHER:

- Willingness to work with close supervision
- Willingness to work on-call
- Willingness to work part-time
- Public contact skills
- Ability to work independently
- Ability to work under pressure
- Customer service skills
- Creativity
- Ability to make decisions

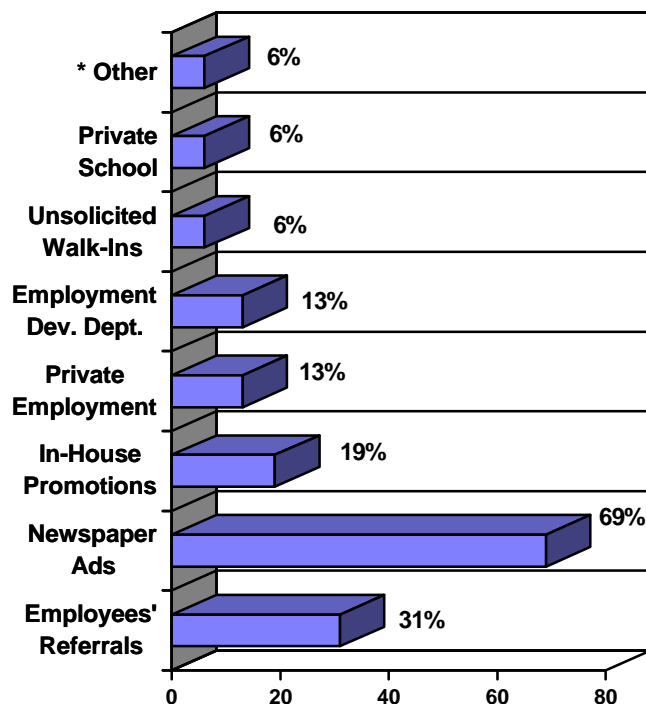
## GENERAL SKILLS Cont'd

### BASIC:

- Basic math skills
- Ability to read and follow instructions

## RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



\* Other includes: County Job Board

# SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING

OES CODE: 251020

15 FIRMS RESPONDING

DOT: 030.162-014  
DOT: 030.167-014

TITLE: PROGRAMMER - ANALYST  
TITLE: SYSTEMS ANALYST

DOT: 030.162-022  
DOT: 109.067-010

TITLE: SYSTEMS PROGRAMMER  
TITLE: INFORMATION SCIENTIST

## DESCRIPTION

Systems Analysts, Electronic Data Processing analyze business, scientific, and technical problems for application to electronic data processing systems. Please do not include persons working primarily as engineers, mathematicians, programmers, or scientists.

## SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'somewhat difficult' finding fully experienced applicants who meet their hiring qualifications, and a 'little difficult' finding inexperienced applicants. Almost all employers reported that employment in the occupation remained stable during the past year.

## WAGES/BENEFITS

### Non-Union

	Range	Median
Entry Level/No Experience:	\$ 6.00 - 18.00	\$10.55
Experienced/New to Firm:	\$ 6.00 - 36.92	\$13.43
3 + Yrs Experience with Firm:	\$ 6.00 - 39.32	\$15.82

Almost all employees work 40 hours full-time, and some employees work 25 hours part-time within a work week.

		F/T*	P/T*
B	Medical Insurance	100%	0%
E	Dental Insurance	100%	0%
N	Vision Insurance	86%	0%
E	Life Insurance	100%	0%
F	Paid Sick Leave	93%	0%
I	Paid Vacation	93%	0%
T	Retirement Plan	79%	0%
S	Child Care	7%	0%

\* F/T = Full-Time, \* P/T =Part-Time

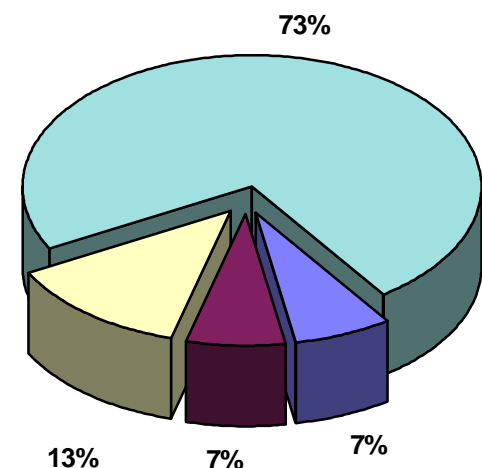
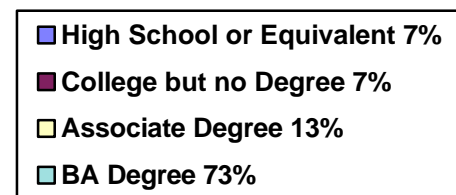
## EMPLOYMENT TRENDS

### RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Medium (530-850)  
Growth Rating: Much Faster Than Average (3.28)  
Job Openings: 340

## EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:





# SYSTEM ANALYSTS - ELECTRONIC DATA PROCESSING

OES CODE: 251020

15 FIRMS RESPONDING

DOT: 030.162-014  
DOT: 030.167-014

TITLE: PROGRAMMER - ANALYST  
TITLE: SYSTEMS ANALYST

DOT: 030.162-022  
DOT: 109.067-010

TITLE: SYSTEMS PROGRAMMER  
TITLE: INFORMATION SCIENTIST

## EXPERIENCE & OTHER REQUIREMENTS

Many surveyed employers 'usually' require prior experience in the occupation. Acceptable experience includes from 6 - 24 months in either systems analysts, electronic data processing, data input, or data analysis work. Many employers 'never' will accept training as a substitute for work experience, and some will 'sometimes' or 'usually' accept systems analyst training as a substitute for work experience.

## GENERAL SKILLS

The following skills data were rated important by employers from 1992 - 1994 CCOIS statewide surveys:

### TECHNICAL:

Knowledge of algebra  
Ability to plan and organize the work of others  
Ability to prepare flow charts  
Ability to write, edit, and debug computer programs  
Ability to use COBOL 85  
Knowledge of mainframe hardware and operating systems  
Knowledge of microcomputer hardware & operating systems  
Knowledge of minicomputer hardware and operating systems  
Ability to use Borland C++ programming language  
Knowledge of UNIX  
Ability to use database software  
Ability to use word processing software applications  
Ability to use spreadsheet software applications  
Ability to use business applications software  
Ability to use scientific applications software  
Understanding of wide area networks (WAN)  
Ability to set-up and maintain multi-user systems  
Understanding of local area networks (LAN)  
Ability to interpret data  
Ability to write effectively  
Problem solving skills  
Ability to use MS-DOS  
Knowledge of Macintosh operating system  
Ability to use Microsoft C++ programming language

### PHYSICAL:

Ability to sit continuously for 2 or more hours

### PERSONAL OR OTHER:

Willingness to work with close supervision  
Ability to work independently  
Interpersonal skills

## GENERAL SKILLS cont'd

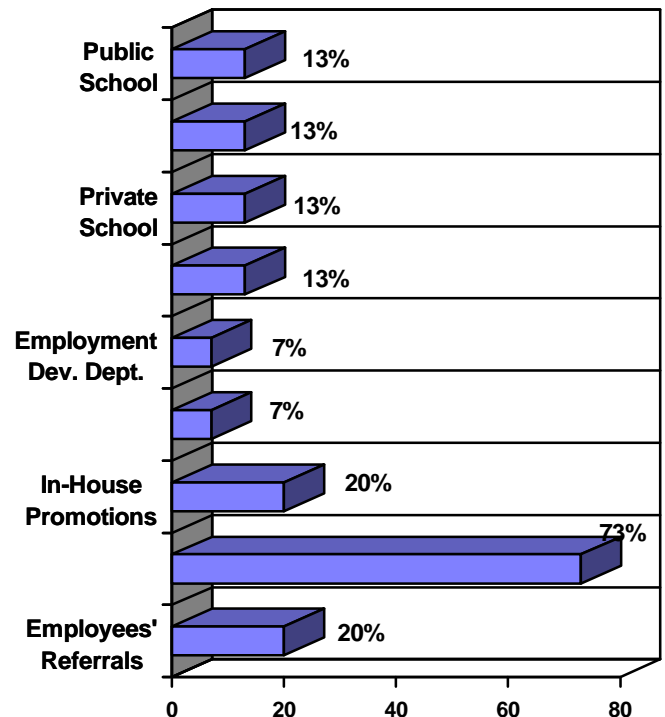
Customer service skills  
Ability to make decisions

### BASIC:

Ability to read and follow instructions  
Ability to write legibly  
Oral communication skills

## RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



\* Other includes: Electronic Job Fair, County Posting

# TEACHERS, SECONDARY SCHOOL

OES CODE: 313080

15 FIRMS RESPONDING

DOT: 091.221-010  
DOT: 091.227-010

TITLE: TEACHER, IND. ARTS  
TITLE: TEACHER, SEC. SCHOOL

DOT: 099.224-010  
DOT: 099.227-022

TITLE: INST., PHYSICAL ED.  
TITLE: INST., MILITARY SCI.

## DESCRIPTION

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Please include vocational high school teachers. Please do not include special education teachers who teach only students with disabilities.

## SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'somewhat difficult' finding experienced applicants who meet their hiring qualifications, and 'somewhat difficult' finding inexperienced applicants. Most employers reported that employment in the occupation grew during the past year.

## WAGES/BENEFITS

### Union

	Range	Median
Entry Level/No Experience:	\$12.00 - 15.60	\$ 14.41
Experienced/New to Firm:	\$12.45 - 19.75	\$ 18.19
3 + Yrs Experience with Firm:	\$14.40 - 22.45	\$ 20.14

### Non-Union

	Range	Median
Entry Level/No Experience:	\$ 9.86 - 15.34	\$ 11.51
Experienced/New to Firm:	\$10.00 - 23.97	\$ 12.30
3 + Yrs Experience with Firm:	\$13.00 - 25.57	\$ 14.32

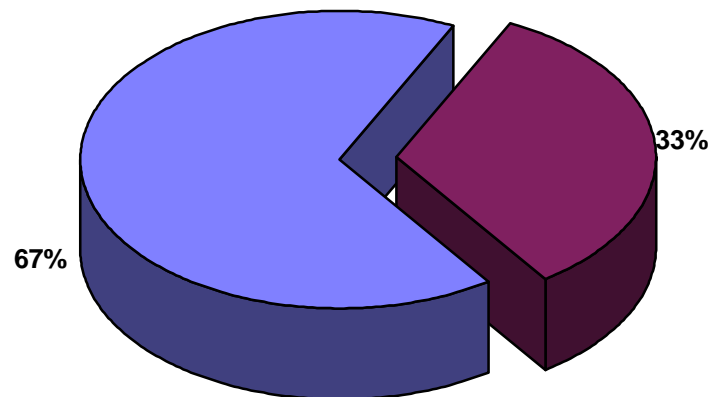
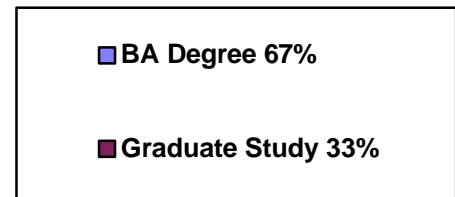
Almost all employees work 36 hours full-time, and few employees work 18 hours part-time within a work week.

		F/T*	P/T*
B	Medical Insurance	93%	7%
E	Dental Insurance	73%	7%
N	Vision Insurance	60%	7%
E	Life Insurance	67%	7%
F	Paid Sick Leave	93%	7%
I	Paid Vacation	33%	7%
T	Retirement Plan	80%	7%
S	Child Care	0%	0%

\* F/T = Full-Time, \* P/T =Part-Time

## EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:



## EMPLOYMENT TRENDS

### RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Very Large (4620-5690)  
Growth Rating: Faster Than Average (1.26)  
Job Openings: 1830

# TEACHERS, SECONDARY SCHOOL

OES CODE: 313080

15 FIRMS RESPONDING

DOT: 091.221-010  
DOT: 091.227-010

TITLE: TEACHER, IND. ARTS  
TITLE: TEACHER, SEC. SCHOOL

DOT: 099.224-010  
DOT: 099.227-022

TITLE: INST., PHYSICAL ED.  
TITLE: INST., MILITARY SCI.

## EXPERIENCE & OTHER REQUIREMENTS

Employer responses to work experience requirements were evenly distributed between the categories of 'never,' 'sometimes,' 'usually,' or 'always.' Acceptable work experience includes from 12 - 24 months of either teaching, secondary teaching or music instruction work. Almost all employers 'sometimes' will accept training as a substitute for work experience. Almost all surveyed employers require a California Teaching Credential.

## GENERAL SKILLS

The following skills data were rated important by employers from 1992 - 1994 CCOIS statewide surveys:

### TECHNICAL:

Basic computer skills  
Knowledge of algebra  
Ability to apply teaching skills  
Audiovisual teaching skills  
Artistic skills  
Supervisory skills  
Classroom management skills  
Record keeping skills  
Ability to administer emergency first aid  
Possession of a state teachers' certificate  
Ability to perform advanced mathematical computations  
Ability to write effectively  
Problem solving skills  
Possession of a designated subjects teaching credential

### PHYSICAL:

Ability to pass a pre-employment medical examination

### PERSONAL OR OTHER:

Understanding of a variety of cultures  
Possession of a clean police record  
Willingness to work with close supervision  
Public contact skills  
Ability to work independently  
Interpersonal skills  
Ability to work under pressure  
Ability to exercise patience

### BASIC:

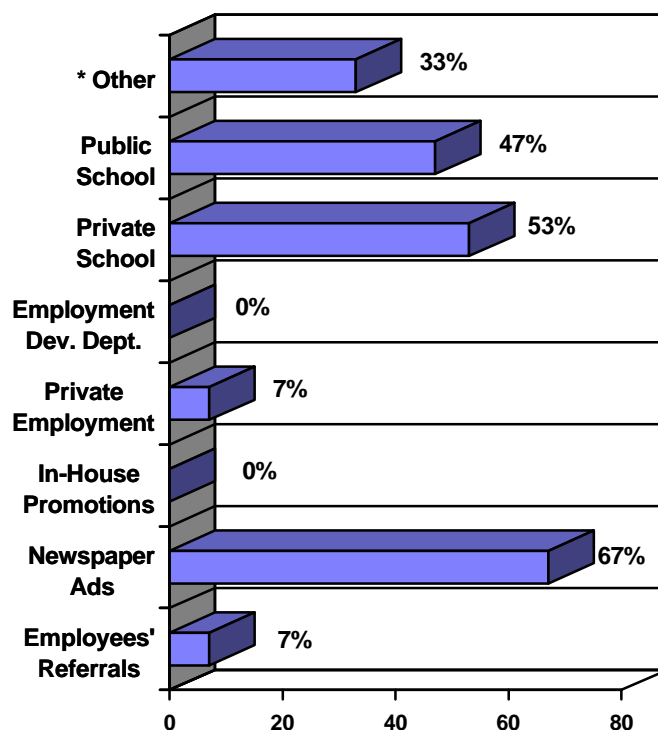
Basic math skills  
Ability to read and follow instruction

## GENERAL SKILLS cont'd

Ability to write legibly  
Oral communication skills

## RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



\* Other includes: EDCAL, Job Search, Christian Periodicals.

# TEACHERS, SPECIAL EDUCATION

OES CODE: 313110

16 FIRMS RESPONDING

DOT: 094.107-010  
DOT: 094.224-010

TITLE: WORK-STUDY COORD.  
TITLE: TEACHER, HEARING IMPAIRED

DOT: 094.224-014  
DOT: 094.224-018

TITLE: PHYSICALLY IMPAIRED  
TITLE: VISUALLY IMPAIRED

## DESCRIPTION

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Please include teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

## WAGES/BENEFITS

### Union

	Range	Median
Entry Level/No Experience:	\$ 12.00 - 17.55	\$15.34
Experienced/New to Firm:	\$ 12.45 - 23.55	\$18.22
3 + Yrs Experience with Firm:	\$ 14.40 - 26.85	\$20.41

### Non-Union

	Range	Median
Entry Level/No Experience:	\$ 9.11 - 15.34	\$ 9.20
Experienced/New to Firm:	\$ 9.59 - 18.08	\$11.64
3 + Yrs Experience with Firm:	\$ 11.03 - 21.92	\$14.12

Almost all employees work 36 hours full-time, and few employees work 21 hours part-time within a work week.

		<u>F/T*</u>	<u>P/T*</u>
B	Medical Insurance	94%	13%
E	Dental Insurance	81%	13%
N	Vision Insurance	81%	13%
E	Life Insurance	69%	6%
F	Paid Sick Leave	94%	0%
I	Paid Vacation	19%	0%
T	Retirement Plan	94%	13%
S	Child Care	0%	0%

\* F/T = Full-Time, \* P/T =Part-Time

## EMPLOYMENT TRENDS

### RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

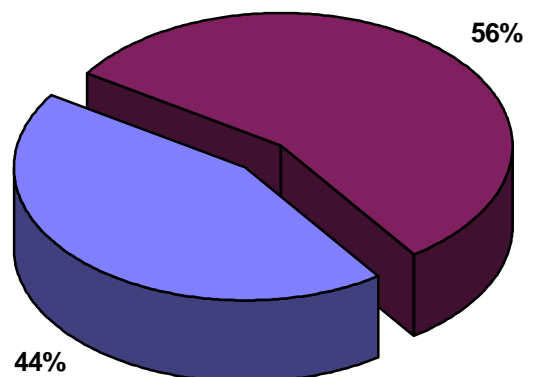
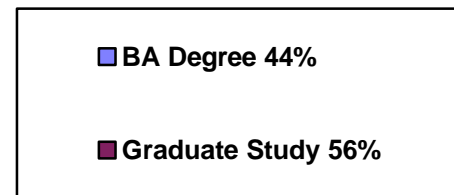
Size: Medium (840-1200)  
Growth Rating: Much Faster Than Average (2.33)  
Job Openings: 430

## SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'very difficult' finding fully experienced applicants who meet their hiring qualifications, and 'somewhat difficult' finding inexperienced applicants. Most employers reported that employment in the occupation grew during the past year.

## EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:



# TEACHERS, SPECIAL EDUCATION

OES CODE: 313110

16 FIRMS RESPONDING

DOT: 094.107-010  
DOT: 094.224-010

TITLE: WORK-STUDY COORD.  
TITLE: TEACHER, HEARING IMPAIRED

DOT: 094.224-014  
DOT: 094.224-018

TITLE: PHYSICALLY IMPAIRED  
TITLE: VISUALLY IMPAIRED

## EXPERIENCE & OTHER REQUIREMENTS

Many surveyed employers 'never' require prior experience in the occupation, and some employers 'sometimes' require prior experience. Acceptable work experience includes from 11 - 22 months of special education teaching or teaching work. Many employers 'sometimes' will accept training as a substitute for work experience. Almost all employers require a California Special Education Teaching Credential.

## GENERAL SKILLS

The following skills data were rated important by employers from 1992 - 1994 CCOIS statewide surveys:

### TECHNICAL:

- Sign language skills
- Ability to read braille
- Ability to read lips
- Ability to teach physical education
- Ability to work with children having special needs
- Ability to use computers as a teaching tool
- Artistic skills
- Musical skills
- Supervisory skills
- Classroom management skills
- Ability to plan and organize training programs
- Ability to administer emergency first aid
- Ability to apply principles of recreation
- Ability to write effectively
- Bilingual skills
- Research skills
- Ability to assess self and social skills
- Ability to assess cognitive and language skills
- Ability to assess motor skills

### PHYSICAL:

- Ability to stand continuously for 2 or more hours
- Ability to sit continuously for 2 or more hours
- Ability to lift at least 10 lbs. repeatedly

### PERSONAL OR OTHER:

- Understanding of a variety of cultures
- Ability to motivate others
- Ability to handle crisis situations
- Willingness to work with close supervision
- Willingness to work nights, weekends, and holidays
- Ability to work as part of a team
- Imagination and creativity
- Ability to work independently

## GENERAL SKILLS cont'd

### PERSONAL OR OTHER: cont'd)

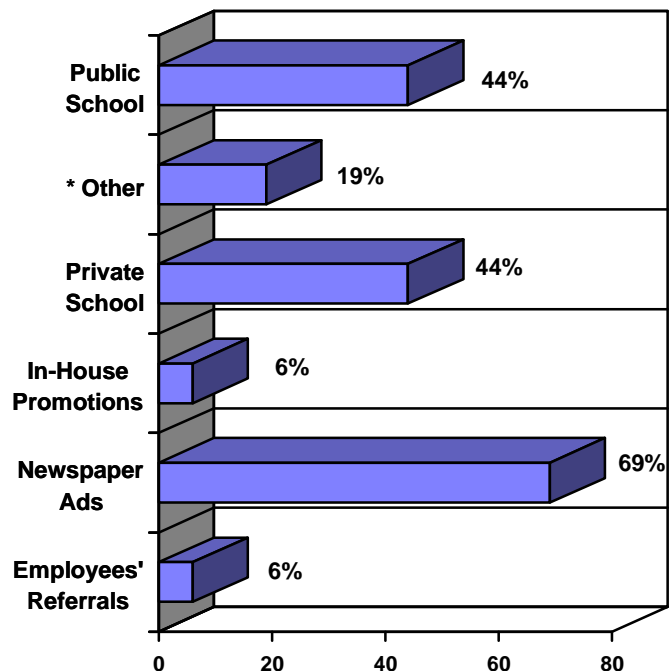
- Interpersonal skills
- Ability to work under pressure
- Ability to maintain classroom discipline
- Ability to exercise patience

### BASIC:

- Basic math skills
- Ability to write legibly
- Oral communication skills

## RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



\* Other includes: EDCAL, Professional Organization, or Professional Newsletters

# TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER

OES CODE: 971020

15 FIRMS RESPONDING

DOT: 900.683-010  
DOT: 902.683-010

TITLE: CONCRETE-MIXING  
TITLE: DUMP- TRUCK DRIVER

DOT: 903.683-010  
DOT: 903.683-014

TITLE: EXPLOSIVES-TRUCK  
TITLE: POWDER-TRUCK DRIVER

## DESCRIPTION

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or package form. They may be required to unload trucks.

## SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'somewhat difficult' finding experienced applicants who meet their hiring qualifications, and 'somewhat difficult' finding inexperienced applicants. Most employers reported that employment in the occupation grew during the past year.

## WAGES/BENEFITS

Union employers pay wages at the high end of the wage scale. Few employers pay a percentage of profit commission in addition to wages.

### Non-Union/Union

	Range	Median
Entry Level/No Experience:	\$ 4.75 - 12.00	\$ 10.00
Experienced/New to Firm:	\$ 4.75 - 25.55	\$ 12.00
3 + Yrs Experience with Firm:	\$ 4.75 - 29.85	\$ 14.00

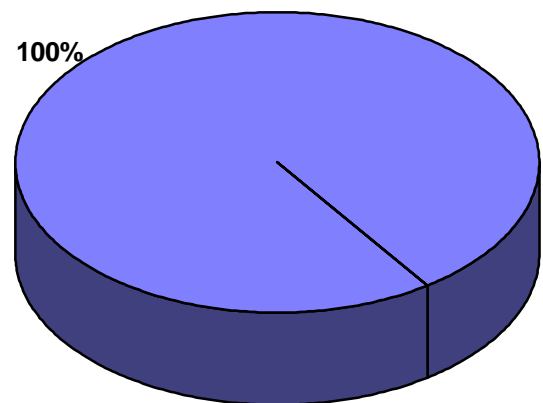
Most employees work 47 hours full-time, and few employees work 25 hours part-time work weeks.

		F/T	P/T
B	Medical Insurance	93%	0%
E	Dental Insurance	71%	0%
N	Vision Insurance	50%	0%
E	Life Insurance	36%	0%
F	Paid Sick Leave	29%	0%
I	Paid Vacation	86%	0%
T	Retirement Plan	50%	0%
S	Child Care	0%	0%

## EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

High School 100%



## EMPLOYMENT TRENDS

### RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Very Large (2610-3250)  
Growth Rating: Faster Than Average (1.33)  
Job Openings: 970

# TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER

OES CODE: 971020

15 FIRMS RESPONDING

DOT: 900.683-010  
DOT: 902.683-010

TITLE: CONCRETE-MIXING  
TITLE: DUMP- TRUCK DRIVER

DOT: 903.683-010  
DOT: 903.683-014

TITLE: EXPLOSIVES-TRUCK  
TITLE: POWDER-TRUCK DRIVER

## EXPERIENCE & OTHER REQUIREMENTS

Many employers 'usually' or 'always' require prior experience in the occupation. Acceptable experience includes from 6 - 36 months of prior experience in either truck driving, heavy truck driving transfer truck, long haul truck driving, concrete mixer driving, or related work. Many employers 'sometimes' will accept training as a substitute for work experience. Almost all employers require a truck driving license. Some employers require a hazardous materials license, and a complete medical examination.

## GENERAL SKILLS

The following skills data were rated important by employers form 1992 - 1994 CCOIS statewide surveys:

### TECHNICAL :

- Ability to operate a fork lift
- Ability to read invoices
- Record keeping skills
- Automotive maintenance and minor repair skills
- Ability to meet ICC requirements
- Ability to drive trucks long distances
- Ability to load and unload freight
- Map reading skills
- Possession of valid Class A driver's license
- Possession of valid Class B driver's license
- Ability to analyze data to solve problems
- Knowledge of local streets
- Ability to synthesize information
- Ability to safely transport hazardous materials

### PHYSICAL:

- Ability to pass a pre-employment medical examination
- Ability to lift at least 75 lbs. repeatedly

### PERSONAL OR OTHER:

- Willingness to work on-call
- Ability to work independently
- Interpersonal skills
- Possession of a good DMV driving record
- Creativity
- Ability to make decisions

### BASIC:

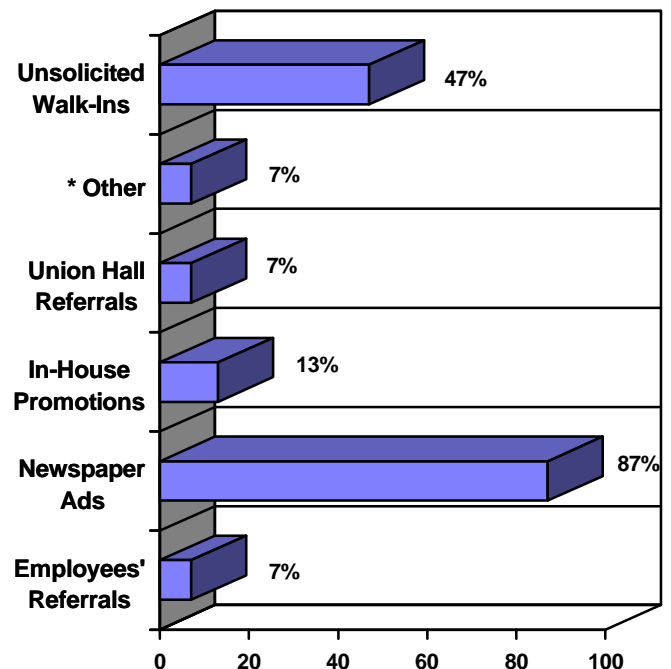
- Basic math skills
- Ability to read and follow instructions

## GENERAL SKILLS cont'd

Ability to write legibly  
Oral communication skills

## RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



\* Other includes: Industry referrals

# TRUCK DRIVERS, LIGHT - INCLUDE DELIVERY AND ROUTE WORKERS

OES CODE: 971050

16 FIRMS RESPONDING

DOT: 906.683-010  
DOT: 906.683-014

TITLE: FOOD-SER. DRIVERS  
TITLE: LIQUID-FERT. SERVICER

DOT: 906.683-018  
DOT: 906.683-022

TITLE: TEL.- DIR. -DST. DRIV.  
TITLE: TRUCK DRIVER, LIGHT

## DESCRIPTION

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Please do not include workers whose duties include sales.

## SUPPLY/DEMAND ASSESSMENTS

Many employers report it is a 'little difficult' finding experienced and inexperienced applicants who meet their hiring qualifications. Many employers reported that employment in the occupation remained stable, and many employers reported that employment in the occupation grew during the past year.

## WAGES/BENEFITS

Union employers pay wages at the high end of the wage range. Some employers pay commission, tips or mileage in addition to wages.

### Non-Union/ Union

	Range	Median
Entry Level/No Experience:	\$ 4.25 - 17.25	\$ 5.38
Experienced/New to Firm:	\$ 4.25 - 17.25	\$ 5.75
3 + Yrs Experience with Firm:	\$ 5.25 - 18.70	\$ 7.75

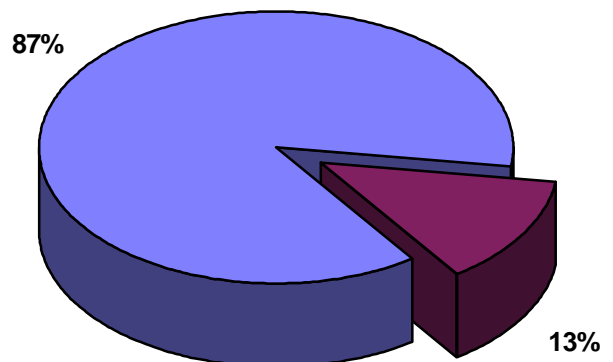
Almost all employees work 40 hour full-time, and some employees work 25 hour part-time work weeks.

		F/T	P/T
B	Medical Insurance	100%	18%
E	Dental Insurance	82%	18%
N	Vision Insurance	45%	18%
E	Life Insurance	55%	18%
F	Paid Sick Leave	45%	9%
I	Paid Vacation	100%	9%
T	Retirement Plan	18%	0%
S	Child Care	9%	0%

## EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:

- High School 87%
- College but no Degree 13%



## EMPLOYMENT TRENDS

### RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

Size: Very Large (3430-4390)  
Growth Rating: Much Faster Than Average (1.52)  
Job Openings: 1400



# TRUCK DRIVERS, LIGHT - INCLUDE DELIVERY AND ROUTE WORKERS

OES CODE: 971050

16 FIRMS RESPONDING

DOT: 906.683-010  
DOT: 906.683-014

TITLE: FOOD-SER. DRIVERS  
TITLE: LIQUID-FERT. SERVICER

DOT: 906.683-018  
DOT: 906.683-022

TITLE: TEL.- DIR. -DST. DRIV.  
TITLE: TRUCK DRIVER, LIGHT

## EXPERIENCE & OTHER REQUIREMENTS

Many employers 'never' require prior experience in the occupation, and some 'sometimes' require prior experience. Acceptable experience includes from 6 - 13 months of delivery driving, driving, or equipment knowledge experience. Many employers 'sometimes' will accept training as a substitute for work experience. Few employers require a Class A driver's license.

## GENERAL SKILLS

The following skills data were rated important by employers from 1992 - 1994 CCOIS statewide surveys:

### TECHNICAL:

- Ability to operate a fork lift
- Ability to read invoices
- Ability to apply sales techniques
- Record keeping skills
- Cash handling skills
- Understanding of inventory techniques
- Ability to make change
- Ability to load and unload freight
- Bondable
- Map reading skills
- Possession of a valid Class A driver's license
- Possession of a valid Class B driver's license
- Ability to write effectively
- Knowledge of local streets
- Possess product knowledge
- Knowledge of the employer's organization

### PHYSICAL:

- Ability to pass a pre-employment medical examination
- Ability to stand continuously for 2 or more hours
- Ability to sit continuously for 2 or more hours
- Possession of vehicle insurance
- Ability to lift at least 75 lbs. repeatedly

### PERSONAL OR OTHER:

- Understanding of a variety of cultures
- Willingness to work on-call
- Willingness to work part-time
- Public contact skills
- Ability to work independently
- Ability to work under pressure
- Possession of a good DMV driving record
- Customer service skills

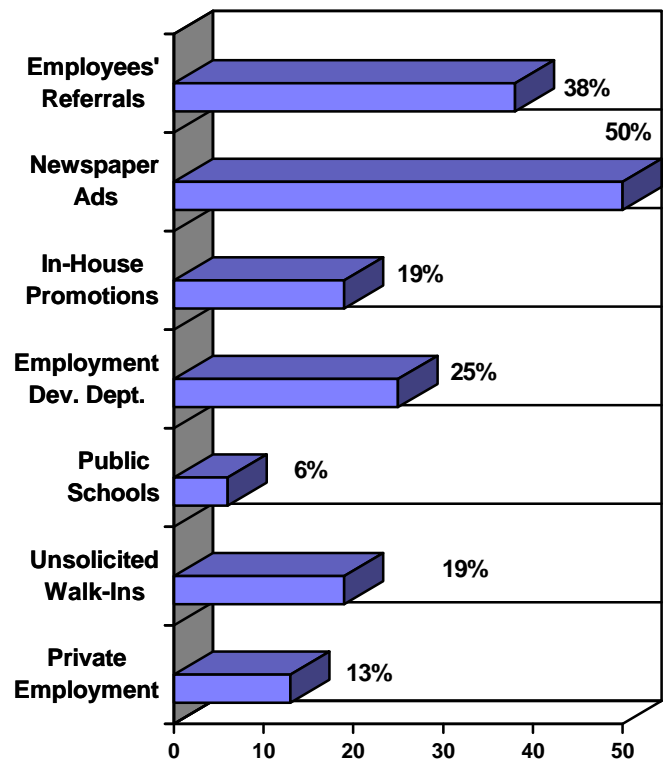
## GENERAL SKILLS cont'd

### BASIC:

- Ability to follow oral instructions
- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

## RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



# VETERINARY TECHNICIANS AND TECHNOLOGISTS

OES CODE: 329510

15 FIRMS RESPONDING

DOT: 079.361-014

TITLE: VETERINARY TECH

## DESCRIPTION

Veterinary Technicians and Technologists perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. They prepare vaccines and serums for prevention of diseases. They prepare tissue samples, take blood samples, and execute laboratory tests such as urinalysis and blood counts. They clean and sterilize instruments and materials and maintain equipment and machines.

## WAGES/BENEFITS

### Union

	Range	Median
Entry Level/No Experience:	\$ 6.50 - 8.50	\$ 8.00
Experienced/New to Firm:	\$ 7.00 - 10.00	\$ 9.00
3 + Yrs Experience with Firm:	\$ 9.00 - 12.00	\$12.00

### Non-Union

	Range	Median
Entry Level/No Experience:	\$ 4.25 - 8.00	\$ 6.25
Experienced/New to Firm:	\$ 6.00 - 8.00	\$ 7.50
3 + Yrs Experience with Firm:	\$ 8.00 - 12.00	\$ 8.80

Most employees work 40 hour full-time, and some employees work 22 hour part-time work week.

		<u>F/T</u>	<u>P/T</u>
B	Medical Insurance	46%	0%
E	Dental Insurance	31%	0%
N	Vision Insurance	23%	0%
E	Life Insurance	23%	0%
F	Paid Sick Leave	69%	0%
I	Paid Vacation	100%	0%
T	Retirement Plan	23%	0%
S	Child Care	0%	0%

## EMPLOYMENT TRENDS

### RIVERSIDE COUNTY OCCUPATIONAL FORECAST 1993 - 2000

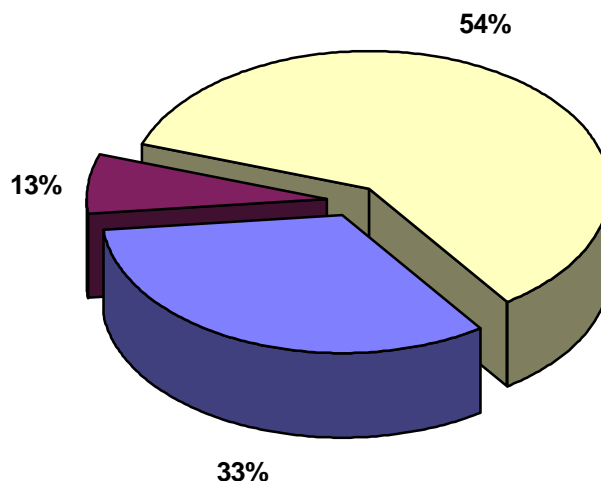
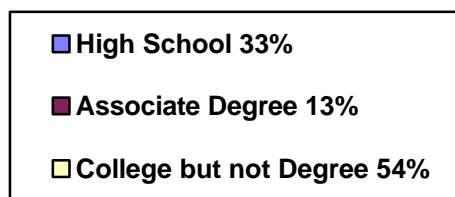
Size: Large (1595-2016)  
Growth Rating: Faster Than Average (1.45)  
Job Openings: 421

## SUPPLY/DEMAND ASSESSMENTS

Employers report it is 'somewhat difficult' finding experienced applicants and a 'little difficult' finding inexperienced applicants who meet their hiring qualifications. Most employers reported that employment in the occupation remained stable during the past year.

## EDUCATION & TRAINING

Surveyed employers report the following education levels of recent hires:



# VETERINARY TECHNICIANS AND TECHNOLOGISTS

OES CODE: 329510

15 FIRMS RESPONDING

DOT: 079.361-014

TITLE: VETERINARY TECH

## EXPERIENCE & OTHER REQUIREMENTS

Many employers 'usually' require prior experience in the occupation. Acceptable experience includes 12 months in either animal health technician, veterinary technician, or technician work. Many employers 'sometimes' will accept training to substitute for work experience. Some employers require either 24 months veterinary technician certification, college training and 2 year college degree, or AATT certification (12 months).

## GENERAL SKILLS

The following skills data were rated important by employers from 1992 - 1994 CCOIS statewide surveys:

### TECHNICAL:

- Basic computer skills
- Ability to operate precision laboratory equipment
- Ability to follow laboratory procedures
- Ability to perform routine laboratory tasks
- Instrument sterilization skills
- Blood drawing skills
- Ability to accurately record and report information
- Ability to write effectively
- Knowledge of medical terminology
- Ability to produce radiographs
- Knowledge of veterinary office procedures

### PHYSICAL:

- Good eye-hand coordination
- Good physical condition
- Possession of emotional stability
- Ability to lift at least 50 lbs. repeatedly

### PERSONAL OR OTHER:

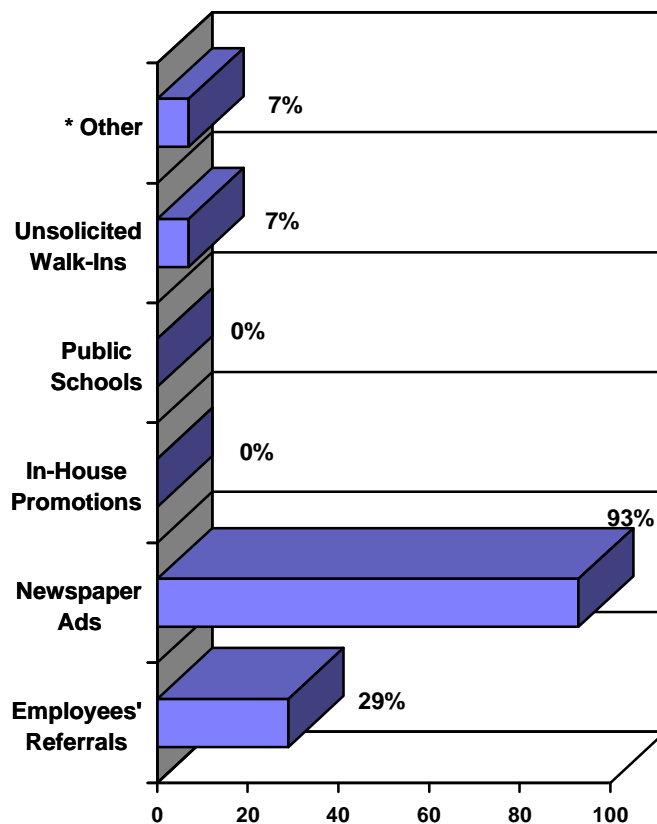
- Willingness to work with close supervision
- Willingness to work nights, weekends, and holidays
- Ability to work as part of a team
- Public contact skills
- Ability to work independently
- Ability to work under pressure

### BASIC:

- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

## RECRUITMENT

Surveyed employers report the following methods for recruiting employees:



\* Other includes: Field referrals